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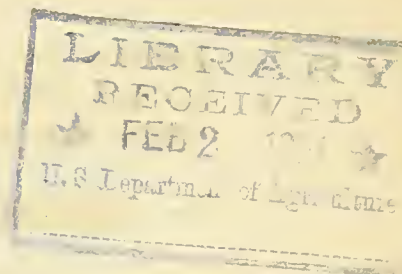
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UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR NO. 12.

February 4, 1919.

1. EFFICIENCY REPORTS OF JOINT CLERICAL EMPLOYEES IN BRANCH OFFICES.

Hereafter efficiency reports on joint employes in joint branch offices will be prepared and signed by the chairman of the respective operating committees and mailed to the Administrative Assistant in Charge of Operation.

2. CHANGE IN OFFICE HOURS IN WASHINGTON.

This Bureau is in receipt of the following order from Mr. R. M. Reese, Chief Clerk, Department of Agriculture, dated January 22, 1919:

"Referring to my memorandum of October 2, 1918, in which the office hours were fixed 'until further order' at 8:30 a.m. to 4:00 p.m., it has been found advisable after full consideration of all aspects of the matter to revert to the former schedule.

"Beginning, therefore, on Monday, January 27, 1919, the office hours of the Department of Agriculture will be from 9:00 a.m. to 4:30 p.m."

3. VICEING MAIL.

For special reasons which no longer exist, various persons outside of the Reviewing Section have been given authority from time to time to vise outgoing mail. Recently a system of statistical weekly reports from the Reviewing Section has been instituted, which is proving to be very valuable. However, in order that these reports be complete and accurate, it is necessary that all viseing be done in the Reviewing Section. It, therefore, is desired that officers and employes having the special authority, exercise it only in genuine and unusual emergencies.

4. DEFINITE SUGGESTIONS FOR CONSIDERATION AT MEETINGS OF OPERATING COMMITTEES IN BRANCH OFFICES.

The chairman of the operating committee in the Philadelphia joint office has suggested to his committee that anyone, desiring to submit a suggestion or encourage a discussion of some certain topic, submit the suggestion or subject in writing to the head clerk several days before the meeting, and that the clerk then make up a list of these suggestions and subjects and distribute it to members of the committee a day or two



before the meeting is to be called. It is believed that this practice is one that might be followed to advantage in operating committees of joint branch offices in other cities.

5. PUNCTUALITY AND ATTENDANCE.

It is reported that there has been some misunderstanding and confusion as to whether Bureau Memorandum No. 165, dated November 12, and supplement thereto, dated December 2, 1918, are intended to apply to employes stationed outside of Washington. While the introductory discussion and explanation in Bureau Memorandum No. 165 was based principally upon observation of conditions in Washington, the requirements included at the end of this memorandum and the explanations contained in the supplement apply alike to Washington and the field. Copies of this memorandum and supplement will be mailed upon request to any branch offices which have not received them.

6. RETURN CARDS ON OFFICIAL ENVELOPES.

In order that the Bureau may be informed more promptly of the nondelivery of correspondence, bulletins, reports, etc., all envelopes of every kind, including those used for correspondence and those used for publications, hereafter will be printed with return card in the upper left-hand corner reading as follows: "After five days return to U. S. Department of Agriculture, Bureau of Markets, Washington, D. C."

Aside from the general desirability of securing the prompt return of undelivered mail, the special reason for making this change is in order to secure the early return of undelivered daily reports so that necessary changes in mailing lists may be made more promptly.

7. ROOMS VACATED BY EMPLOYEES TO BE LISTED.

At the request of the Civil Service Commission, the Secretary of Agriculture has directed that the several bureaus of the Department report currently to the Homes Registration Service, 1412 H Street, Northwest, the name and Washington address of each employe separated from the service in Washington. This is to enable the Homes Registration Service to take prompt steps to list again all rooms vacated in order that such rooms may be used for new appointees and for those already in Washington who are not properly housed. Accordingly, it will be necessary in every case hereafter to include the address of employes of the Bureau in Washington in subrequests covering their separation from the service. The Personnel Section of the Bureau will furnish the Homes Registration Service daily statements covering the entire Bureau, giving the information required.

8. USE OF THE FRANK IN CIRCULARIZING MAILING LISTS.

Attention is called to Information Circular No. 11, Item 12. It develops that the procedure outlined therein, particularly with reference to the use of the frank, is not entirely applicable to all Bureau



mailing lists. The frank should not be used on return cards when circularizing new names. In some cases, however, it is permissible to frank the return card when circularizing a mailing list already established. Whether the frank should be used will depend upon the nature of the mailing list and the frequency of circularization. Some mailing lists are circularized as frequently as once in three months, and the franks may be used on the return card in such cases, if desired. Lists circularized less frequently, however, or only once or twice a year, should not receive the franked card.

#### 9. CHARGING OF JOINT EXPENSES TO PROPER PROJECT.

It has been noticed in handling vouchers covering joint operating expenses that in many cases no apparent effort is made to have the voucher paid by the project incurring the larger part of the expenses covered by the voucher. For instance, a telephone voucher for a large amount, consisting mostly of charges for calls in excess of the guarantee and of toll calls, known to have been made mostly by the projects conducting the market news service, is submitted for payment by the inspection service. Such vouchers frequently are questioned by the leaders of the projects against which they are charged, and sometimes prolonged delays are caused. Of course, consideration always has to be given to the relative size of the credit balances, or to any possible debit balances on joint operating expense accounts, in determining which project is to carry any expense under consideration, but it is believed that more consideration can be given to having vouchers paid when possible by the projects receiving the larger proportion of the services or supplies covered.

Attention has been called repeatedly to the desirability of having all joint vouchers initialed by the representative of the project by which the voucher is to be paid. However, this frequently is overlooked, the voucher being signed by the chairman of the operating committee without the supporting initials of the project representative.

Project leaders in Washington may desire to know from time to time as to the standing of their project on the account kept with it by the head clerk for the joint expense pool. Statements of balances ordinarily will be all that is necessary, and these may be secured at any time through the local project representative. When necessary, complete transcriptions of the joint expense account may be drawn off by the project representative or any project clerks from the accounts kept by the head clerk.

#### 10. DELAY IN PREPARING REQUESTS FOR LETTERS OF AUTHORIZATION.

At least 90 per cent of the letters of authorization prepared for the signature of the Chief of Bureau reach him after the travel or other action authorized thereby has been performed, or at least begun. An examination of the authorizations handled for a period of about two weeks indicates that this is caused, in part, by delays between the time the Section of Supplies and Accounts receives the request from the

project and the time the authorization reaches the desk of the Chief, which usually covers a week or ten days. This period is too long and will be reduced. The condition is due in great measure, however, to the fact that the requests for at least 80 per cent. of all authorizations are not dated more than a day or two before the date upon which the authorization is to become effective, and more than half do not reach the Section of Supplies and Accounts until on or after that date. This practice must be discontinued. While it is true that there are occasional emergencies when the need for a certain trip or for authority to perform other work, involving the expenditure of Government funds, cannot be foreseen for any considerable period, assurance is felt that the exercise of an ordinary amount of foresight and sufficient care in the planning of work would enable project leaders to draw requests for authorizations of all kinds a week or more before they must become effective.

Hereafter, any request which does not reach the Section of Supplies and Accounts at least six days prior to the date it is to become effective, must be accompanied by a memorandum explaining the reason for the delay, or the impossibility of having foreseen the necessity for the latter, unless the Chief has approved a telegram authorizing the travel or work to be performed, or has otherwise signified his approval. In such cases, a copy of the telegram, or a brief memorandum stating the circumstances, should accompany the request for the authorization. It is understood that ~~five~~ <sup>Six</sup> days is the minimum period, although it is desired and expected that, as a rule, as much as a week will be allowed.

#### 11. EXAMINATIONS FOR DUPLICATING MACHINE OPERATORS.

For the information of branch offices having need for such assistance from time to time, attention is directed to Civil Service examinations as follows:

Mimeograph operator, male and female, \$720-\$1,200, examination held at points generally throughout the United States on October 15, November 6 and December 11, 1918.

Multigraph and writer press operator, male and female, \$1,000-\$1,200, examination held at points generally throughout the United States on October 16, November 20, and December 11, 1918. A similar examination is announced also for February 11, 1919.

Duplicating machine operator, male and female, \$720-\$1,400, examination held at Chicago, Illinois, and Detroit, Michigan, on November 13, 1918, and at Philadelphia and Pittsburgh, Pennsylvania, on November 23, 1918. Similar examinations were announced for January 4, 1919, at Birmingham, Alabama, January 10 at San Francisco, California, January 11 at Los Angeles, California, January



25 at Denver, Colorado, and January 29 at Chicago, Illinois, and Detroit, Michigan; February 19, 1919, at Portland, Oregon, Spokane, Washington, Yakima, Washington, Idaho Falls, Idaho, and Butte, Montana.

12. OFFICE METHODS IN CHICAGO.

Market Surveys Project Letter No. 5, Vol. IV, issued January 20, 1919, contains the following item:

"In the Quarterly Report recently received from Chicago, there are two good suggestions which may be possible of duplication in other stations. Mr. Hall states these conditions briefly as follows:

'We have installed a buzzer system for use in decoding. At the opening from the telegraphers' room to the room used by the girls doing the decoding is placed a letter basket. When the telegrapher has a market wire or any other message ready, he signals and a stenographer immediately pushes the slide from the window, reaches in and gets the message. This does away with the necessity of continually visiting the telegraphers' room to see whether there is anything ready for the decoders.

'A simple yet handy device consists of a hinged board for wetting stencils. I happen to know that some offices wet stencils on tables, or even on desks, thus causing the veneer to curl up. The device used by us consists of a planed board, fastened to the wall by hinges so that it can be turned back out of the way when not in use.'

"The device used in Chicago for moistening stencils saves marring desks or other furniture, and that device, or some similar arrangement equally effective, should be adopted by each branch office."

13. HAND FEEDING VERSUS AUTOMATIC FEEDING OF MIMEOGRAPHS.

Most of the mimeographs of the Bureau of Markets are equipped with automatic and hand feeding attachments. A long period of close observation in the Addressing and Duplicating Section in Washington of the results secured by these two methods has resulted in the conviction that hand feeding is the more satisfactory. With the automatic feed not more than 100 sheets can be placed upon the feed board at a time without crowding the machine so tightly that it is likely to pick up several sheets at once. It also is apt to do this when the supply on the feed board is nearly exhausted. This makes it necessary to refill the machine at least five times for every ream of paper, and even then it is almost impossible to prevent it from picking up an additional



sheet occasionally. This is especially true with some of the poorer grades of paper. It results in the necessity for continually adding paper in small quantities, in wasting paper where two or more sheets are fed at the same time, in the rapid wearing out of the rubber feed rolls (costing \$1.00 per set), and, where both sides of the paper are printed, the elimination by hand, after the first run, of all blank sheets to prevent forms from going out with but one side printed.

After a series of experiments it was discovered that all these disadvantages could be overcome by hand feeding, and that hand feeding usually secured a more nearly uniform registration of the printing on the paper. Paper can be fed by hand as rapidly as by the automatic device. In fact, this has little to do with the rate of feeding since one sheet must be fed for every revolution of the cylinder. It is easily possible for an experienced operator to do this by hand. In feeding by hand, rubber finger cots are sometimes worn, or rubber erasers or worn-out rubber rolls from folding machines are used. Since the feed board is equipped with two guides on the side, the paper cannot feed into the machine otherwise than straight, and the only action in hand feeding that is necessary is to push each sheet straight forward into the pickup. This hand feeding requires only a little practice, and the only thing to be learned is the faculty of timing the feed with the revolution of the cylinder. This may be accomplished by starting the machine slowly, and as the operator gets the rhythm, to increase the speed of the machine. In a relatively short time, by following this procedure operators can feed paper by hand with the machine running at top speed.

#### 14. THE BUREAU STANDARDIZES ON MIMEOGRAPH INK. (CONFIDENTIAL).

There are two brands of mimeograph ink under contract, the Kipco at 95 cents per pound and A. B. Dick No. 767 at \$2.10 per pound. Hitherto, the Bureau has been using mostly the lower priced ink, because the considerable difference in price led us to believe that it would be cheaper to use. However, a prolonged series of exhaustive tests have been made in checking the one against the other, and the following facts seem to have been established:

(a) On any kind of a run, even one prolonged run without any break, the Dick ink No. 767 goes so much further than the Kipco that the cost for ink, even under conditions most favorable to the Kipco, for an equal number of copies is about the same for one as for the other, with any slight difference favoring the A. B. Dick ink No. 767.

(b) On broken runs where the run is suspended for a length of time, during the lunch hour, over night, or the like, the difference in favor of the No. 767 is more marked. This ink will start out almost immediately after such a period, producing clear, clean, distinct copies. It is generally necessary to spoil a considerable number of sheets of paper on a stencil inked with Kipco under similar conditions before the print clears up enough for use. When the run is suspended for several hours, as over night, the pad on which the Kipco is used must be removed, turned over and reinked before good work can be done. The pad on which No. 767 is used need not be touched. The mimeograph can simply

be started up again and within a very few copies the printing becomes perfectly clear and distinct. Much Kipco ink is wasted in reinking and in forcing the ink through the clogged stencils and much paper also is wasted in getting the stencil cleared up sufficiently to continue the run.

(c) The number of pads which must be used under any system of operating is greatly higher with Kipco than with No. 767. This difference in the number of pads which must be used in itself effects a considerable saving.

(d) When Kipco is used, the gumming up of pads and the clogging of stencils results generally in operators tightening up the machines to increase the pressure to force the ink through the stencils, and this has resulted to a noticeable extent in the more rapid deterioration of the machines, especially in the premature wearing out of various bearings.

For these and other reasons, it is believed that A. B. Dick No. 767 mimeograph ink is, in the end, much cheaper and more satisfactory than the Kipco and hereafter it will be the standard ink for use by the Bureau of Markets. Orders from branch offices will be filled from Washington with the A. B. Dick No. 767 ink and branch offices, compelled in emergency to secure supplies direct from dealers, will purchase this ink whenever possible.

This item must be regarded as entirely confidential and should not be shown to anyone not an employe of the Bureau of Markets, and especially not to dealers in or agents for any mimeograph ink, and must not be used in any way for advertising.

#### 15. VOUCHERS COVERING MOTOR VEHICLE OPERATING EXPENSES.

When vouchers are submitted covering expenses incurred in the operation of motor vehicles, including such items as storage, gasoline, repairs and upkeep generally, care should be taken that the face of such vouchers shows whether the vehicle is a truck or a passenger-carrying car.

#### 16. REQUISITIONS AND VOUCHERS COVERING BRANCH OFFICE PURCHASES OR EXPENDITURES.

When any purchases of material or supplies are made or expenses of any sort are incurred by branch offices upon special authorization from Washington, a copy of the letter or telegram authorizing such action should be attached to the requisition or voucher, as the case may be, when the requisition or voucher is sent to the Washington office of the project which is to bear the expense. Compliance with the above will facilitate the handling of requisitions and accounts in Washington.



17. REPORT FROM REVIEWING SECTION FOR WEEKS ENDING JANUARY 18 AND 25.

The reports from the Reviewing Section for the weeks ending January 18 and 25 show the following figures for the various projects named:

Project.	January 18	January 25	January 18	January 25
			Divisional	Divisional
			Pool	Pool
			Stenographers	Stenographers
Administrative	132	72	91	17
Live Stock and Meats	42	141	116	89
Market Business Practice	4	10	--	5
Market Surveys	154	54	210	98
Cotton Handling and Marketing	1	78	28	25
Nitrate	14	158	92	216
Seed Marketing Investigations	20	22	42	15
Grain Supervision	79	96	124	104
Warehouse Investigations	6	6	5	8
Marketing Dairy Products	70	26	57	16
Grain Standardization	16	26	9	40
Conservation of Fruits and Vegetables	24	42	95	25
Market Grades and Standards	45	36	75	22
Rural Credit, Insurance and Communication	57	1	6	11
Cooperative Purchasing and Marketing	20	8	22	4
Transportation	28	28	32	25
City Marketing	31	14	32	26
Foreign Marketing	9	--	25	1
War Industries Board Wool Work	143	125	93	65
Cotton Futures			2	5
Totals	884	945	1124	811

A comparison of the figures for the two weeks shows an improvement in those for the week ending January 25, but the number of letters dictated to divisional stenographers still seems to be relatively too large.

*Charles F. Brand*  
Chief of Bureau.



INFORMATION CIRCULAR NO. 13.

February 19, 1919.



1. WAR SAVINGS STAMPS AND THRIFT STAMPS.

The attention of all Bureau employees is called to the fact that the 1919 series of War Savings Stamps and Thrift Stamps is on sale generally throughout the country. The advantages of thrifty saving are universally recognized, and the opportunity to save for the future and at the same time help our country in its time of need should not be neglected. The need of the nation for financial support is as acute as at any other time during the War.

Employees in Washington are requested to purchase their stamps at the Cashier's window in the Disbursing Office. The record of the sales made at this window affords the only basis for estimating the amount of War Savings and Thrift Stamps purchased by employees of the Department of Agriculture.

2. BUREAU MEMORANDA, INFORMATION CIRCULARS, ETC., DISREGARDED.

Item No. 2, of Information Circular No. 3, dated September 13, 1918, in regard to leave without pay, contained the following sentence: "IN NO CASE SHALL SUCH LEAVE BE TAKEN UNTIL THE APPLICANT HAS BEEN ADVISED OF ITS APPROVAL". The sentence quoted was written in capital letters and underscored. Since that time, in several cases leave has been taken before it has been approved by the Chief Clerk of the Department and in at least one case this leave was disapproved by the Chief Clerk, resulting in the employee and the Bureau of Markets being placed in a most embarrassing position.

Upon page 5 of Bureau Memorandum No. 152, dated November 9, 1918, and entitled "Letters of Authorization", appears the following instructions: "In order that under no circumstances may this Bureau be placed in the apparent position of somewhat loosely authorizing travel in any degree indefinite in scope, hereafter a definite list of the points to be visited should be embodied, wherever possible, in the requests for authority to perform official travel\*\*\*\*\*. It is recognized that the conditions under which some lines of work are performed, and in certain cases the nature of the work itself, may make it impracticable to give a complete statement. In requesting authority to perform travel in such cases, if the reason is not self-evident, the situation may be met by giving, in a supplemental memorandum, a statement relating fully why it is not possible to forecast the complete itinerary." Since this memorandum was issued, many requests have been received for authority to visit unnamed points, without any explanation

of necessity such as is required by the provisions of the memorandum just quoted. In one case it was plainly evident that no such general authority was necessary and the authorization was returned to the officer by whom it was requested for the explanatory memorandum required under such circumstances, as indicated in the passage quoted above. The authorization was then re-drafted by the project requesting, which explained the matter by saying that it had supposed that the expression "and other points in the states named" was a part of the regular form for Bureau authorizations for travel.

Many requests for information are received from branch offices, especially in regard to record of cost accounts and joint expense accounts, concerning matters which are fully and specifically explained in various Bureau and branch office memoranda or in the numbers of the Information Circular which have been issued.

It is requested that each representative in charge of a Project branch, having a station on any of the leased wire circuits of this Bureau, ascertain whether item No. 1 of Information Circular No. 9, dated December 4, 1918, in regard to leased wire messages for local delivery, has been read and understood by all telegraph operators and others who may have anything to do in connection with the delivery of local messages. The fact that flagrant errors of the very kind which this item was intended to prevent have recurred since its issue, shows that it was given no attention whatever in certain of the branch offices.

All of this goes to show that Bureau memoranda, branch office memoranda and the Information Circular are not read carefully by many of our officers and employees. It is expected that the Information Circular will be read by every officer and employee of the Bureau and it is suggested that the responsible officers in projects and branch offices institute some routine to insure that this is done, requiring that a copy of each number of the Information Circular be initialed by each member of the force to show that it has been read and is understood. The same officer in each project or branch office should determine to what other officers and employees each Bureau or branch office or other memorandum is of interest, and should see that these memoranda are initialed by these employees in the same way. No officer or employee will be excused on the score of ignorance for the violation of any orders or instructions which have been issued in numbered Bureau or branch office memoranda which may pertain to his work, or in any number of the Information Circular.

### 3. UTILIZATION OF STENOGRAPHERS FROM STENOGRAPHIC POOL.

A stenographic pool is located in the building at 1353 B Street, S.W., with branches in the Bank of Commerce and Savings Building at 7th and E Streets, N.W., in the Legal Building at 5th and G Streets, N.W., and in the Mather Building at 912 G Street, N.W. All officers



and employees in these buildings are required to utilize the services of the stenographers from the pool whenever practicable for taking and transcribing dictation. This does not apply to the preparation of letters which are not dictated, to the filling in of special forms, etc.; the carbons of such letters or communications should not bear the initials of anyone as dictator. A weekly report from the Reviewing Section shows the number of letters dictated by each dictator to stenographers from the pool and the number dictated to others. Item 17 of Information Circular No. 12, dated February 4, 1919, gave a summary of these reports by divisions for the weeks ending January 18 and January 25. For the week ending January 18 the number dictated to divisional stenographers exceeded that dictated to stenographers from the pool. During the week of January 25 the reverse was true, but the showing still was not at all good. There is given herewith a similar summary of the report for the weeks ending February 1 and February 8.

	February 1		February 8	
	Pool Steno- graphers	Divisional stenogra- phers	Pool steno- graphers	Divisional stenogra- phers
Administrative	55	32	70	30
Market Surveys	245	98	176	27
Live Stock and Meats	93	54	68	99
Market Grades and Standards	49	25	66	17
City Marketing	12	15	4	16
Transportation	33	22		28
Cotton Handling and Marketing	11	26	42	25
Cotton Futures Act	2	27	29	12
Nitrate	9	249	229	438
Preservation of Fruits etc.	62	6	63	10
Federal Grain Supervision	69	97	53	90
Seed Marketing Investigations	16	13	36	5
Grain Standardization	5	38	25	22
Rural Credit Insurance etc.		12		
Foreign Marketing	40	9	2	6
Market Business Practice	7	5	3	10
Warehouse Investigations	1	2	5	4
Marketing Dairy Products	10	65	41	29
Cooperative Purchasing and Marketing	14	2	14	5
War Industries Board Wool Sec.	<u>49</u>	<u>131</u>	<u>54</u>	<u>201</u>
Totals	782	929	980	1124

Both weeks show a surplus of letters dictated to divisional stenographers over those dictated to pool stenographers. In some sections there are reasons that tend to justify this to some extent, as in the Nitrate Section and in the War Industries Board Wool Section.



In some of the smaller divisions where very few letters are dictated it is possible that it might not be worth while to call stenographers from the pool to take only one letter at a time. The larger divisions, however, which have no special reasons for not utilizing the stenographic pool to its fullest extent will be required, hereafter, to give convincing explanations of the reasons for using divisional stenographers as much as or more than stenographers from the pool. Cases in point are shown in the report for the week ending February 1 by the figures for Federal Grain Supervision, Grain Standardization, and Marketing Dairy Products. In the report for the week ending February 3, Live Stock and Meats, City Marketing, Transportation, and Federal Grain Supervision have balances in the wrong column.

4. PRIOR AUTHORITY OF SECRETARY MUST BE OBTAINED TO ATTEND MEETINGS OR DELIVER ADDRESSES.

On numerous occasions the Bureau has been embarrassed because requests for the Secretary's permission to attend meetings or associations, or to deliver addresses or lectures, have not reached the Secretary's office until after the date of the meeting concerned. Paragraph 92 of the Administrative Regulations of the Department specifies that the authority of the Secretary is required in such cases.

As a result of several recent instances of the nature cited, it was necessary for the Secretary's office to bring the matter to the attention of the Bureau with a request for more careful observance of the regulations. It is emphasized, therefore, that it is absolutely forbidden, and that under no condition must any officer or employee perform travel to attend a meeting of an association or to deliver an address or lecture, until he knows that the Secretary's authority therefor has been obtained. Projects should initiate such requests in time to secure the necessary permission in the regular course and where, because of unavoidable circumstances, it is not possible to do this, they should handle the matter as "special", and follow it up to be sure the permission is granted before leaving. No authorization for travel for such purposes is approved by the Chief of Bureau until the Secretary's permission has been obtained.

Further, notice is hereby given, that if such a request reaches the office of the Chief of Bureau too late to be signed and forwarded to the office of the Secretary in time to allow its consideration in that office prior to the date of the meeting concerned, it will be disapproved by the Chief of Bureau without submittal to the Secretary.

5. THE STIMULATING APPROPRIATION AND MEN FOR WHOM DEFERRED CLASSIFICATION WAS REQUESTED.

An item in the "Stimulating Agriculture" Act prohibits the payment of salaries or expenses from that appropriation to men in the

Department of Agriculture for whom deferred classification was requested by the Department. This is being interpreted as applying to men for whom affidavits of necessity were filed with the local draft boards by the Department, regardless of whether the claims were allowed or rejected by the boards. This became effective with November 21, 1918. No appointments nor letters of authorization should be requested on this fund for men for whom deferred classification has been requested.

6. BRANCH OFFICE PAY ROLLS.

Pay checks for all branch offices are mailed from the Disbursing Office of the Department directly to all points outside of Washington. Checks for all the employees whose names appear on any one pay roll, Voucher Form 2, are to be mailed to the employee whose name appears first on the voucher. In order to expedite the delivery of pay checks one of our joint branch offices has adopted the plan of placing the name of the head clerk first on the pay roll. It is believed this will tend toward facilitating the delivery of checks, and the suggestion is made that this arrangement be put into operation at all joint branch offices of the Bureau, i.e., that the name of the representative in charge of the project branch, of the chairman of the operating committee in a joint office, or of the head clerk in any office, be placed first on the pay roll, so that the head clerk may have an opportunity to make the proper entries on the records.

7. REQUISITIONS FROM JOINT BRANCH OFFICES.

Some confusion has been caused in the Washington offices of various projects on account of joint branch office requisitions being made upon one project for materials, supplies, blanks or forms intended for the exclusive use of some other project. Such items should be ordered from the Washington office of the project interested -- never on a joint requisition. On the other hand, nothing should be ordered on a joint requisition and charged against joint office accounts except such articles as are obtained for joint use.

8. ACCOUNT NUMBERS ON ORDERS ON ADDRESSING AND DUPLICATING SECTION.

Because various Divisions consist of more than one project each, with different accounts and account numbers for each project, it is not sufficient to put the name of the Division only on the blue card orders for work to be done by the Addressing and Duplicating Section. All such orders should contain the number of the account against which the cost of the work is to be charged.

9. FILING CONFIDENTIAL MAIL.

Hereafter, any mail to be placed in the confidential files should have marked upon it the name of the person or persons by whom it may be withdrawn for examination. Other than those so designated,



no mail from the confidential files may be examined by any one except the Chief of Bureau or a personal representative of the Chief acting under his specific instructions.

#### 10. REFERENCE SLIPS AND SPECIAL SLIPS.

The Bureau reference slip, B.M.26, is frequently misused. These slips were designed as a matter of convenience and economy. Many persons use them, however, merely to write notes or comments in the space at the bottom concerning the papers to which they are attached. This is wasteful, as B.M.26 should be used only when its purpose can be fulfilled by writing upon it the date and the name or initials of the person to whom referred, and by checking the action desired. The space at the bottom, on early issues of this slip, was for any words of comment necessary to supplement the check for action desired. Later issues of the form do not have this space. Where the message cannot be conveyed by checking the action desired, a plain piece of paper such as is furnished in memo pad form, or other scratch material, should be used.

An increasing misuse of the pink "Special" slips also is noted. "Special" slips are for use only where a real necessity for unusual action or immediate attention exists. To use them otherwise is to abuse the idea for which they are designed and to lessen the regard paid to all of them, thus working harm where real need for special attention exists. It is noted also that "Special" slips are used generally without being initialed by the person by whom attached. It is important to know who is making the statement that a matter is "Special". Slips without initials, therefore, will be disregarded hereafter. Initialed slips also should be dated to prevent their inadvertent reuse on any papers other than those for which they were originally initialed.

#### 11. IMMEDIATE RELIEF ASSOCIATION.

It is believed that attention should be called to the purposes and benefits of the Immediate Relief Association of the Department of Agriculture. The object of this Association is to extend immediate relief to the family or friends of a deceased member. All benefits are paid to such person as the member shall, in writing, direct. All persons not over 50 years of age regularly employed in the Department of Agriculture, and stationed in Washington or its immediate vicinity at the time of application for membership, are eligible for membership in the Association. Applications for membership must be accompanied by a certificate signed by at least two members who are personally acquainted with the applicant, to the effect that the candidate for admission is apparently in good health and has not been incapacitated from the performance of official duty at any time during the period of sixty days immediately preceding the date of application. Temporary absence from duty shall not be considered when covered by a physician's certificate stating that such absence was in consequence of causes not prejudicial to good health.

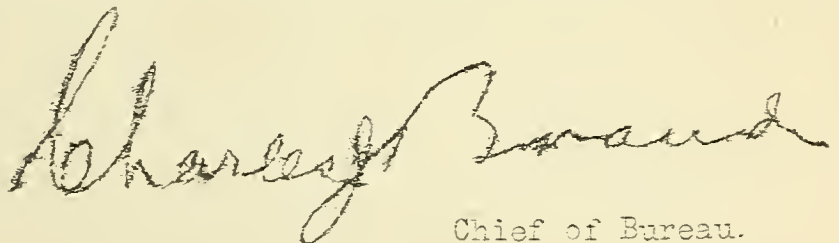


A record kept by one member of the Association shows that since July 9, 1912, there have been only 32 assessments of \$1 each, which is at the rate of less than \$5.00 per annum. Upon the death of a member in good standing a sum equalling the aggregate of 50¢ for each and every paid-up member on the roll at that time (less not to exceed \$15.00 of each assessment retained for use in defraying the necessary expenses), but not exceeding the sum of \$250.00, is paid to the designated beneficiary of the deceased. As a matter of fact, the history of this Association has been such that the full amount of \$250 has been paid upon each death with an assessment of only 33-1/3% upon each member. In other words, the membership has been such that an assessment of \$1.00 is made after every third death.

Employees of the Department are encouraged to become members of this Association since it provides automatically for immediate relief of the families of deceased members and obviates the necessity for personal contributions, savoring of charity, from friends and associates in emergency cases.

12. MARKET NEWS REPORTS, ETC., MUST SHOW PLACE OF MAILING.

At a conference held recently with regard to handling requests for removals from mailing lists, and similar matters, it was unanimously agreed by the project representatives and others present that every market news report or other circular communication sent out by the Bureau or any of its branch offices should show the exact place of mailing and the name of the project mailing it, in order that the person or firm to which it is addressed may be able to determine the office from which they are receiving such matter, for the purpose of direct notification of change in address, removal of their names from mailing lists, or communicating otherwise with that office.

A handwritten signature in dark ink, appearing to read "Charles E. Brand". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

Chief of Bureau.



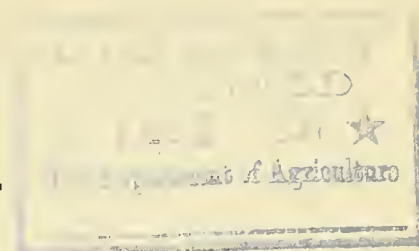


# UNITED STATES DEPARTMENT OF AGRICULTURE

## BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR NO. 14,  
February 28, 1919.



### BUREAU STOCK LIST

There is given herewith a list of the articles and supplies kept in stock in the Section of Supplies and Accounts. When any supplies of the kinds indicated are requested, the order should show the serial number given below for the article or material desired. All stock requisitions should come from or through the offices in Washington and should be made in duplicate, the original on the pink sheet and the carbon on green.

It should be born in mind that it is highly improbable that all of the items shown in the list will ever be needed in any one office. Only those articles actually needed should be requested. Certain items are needed in all offices, while others are required only by a certain project. Requisitions for supplies should be made accordingly. It should be remembered that practically all these articles are purchased in large quantities under contract, at prices considerably lower than could be secured in the open market in small lots. Therefore these, and generally other supplies not listed, when needed, should be ordered from Washington, unless some unforeseen emergency makes this impracticable, and except when some unforeseen emergency makes this impracticable, and except when the fragile nature, weight or bulk of an article makes it impracticable or too expensive to ship it.

Following the stock list, on pages 10 and 11, are lists of numbered Bureau and Department forms, a supply of each of which is kept on hand by the Property Clerk. These may be ordered by name and number. On page 12 is a list of forms carried in the Bureau library.

Bureau Item No.	Article	Unit
1.	Alcohol, denatured (in bulk, send container)	gal.
2.	Ammonia water	bottle (4-lb.)
3.	Bands, rubber, No. 15	box (1/8 lb.)
4.	" " No. 18	"
5.	" " No. 30	"
6.	" " No. 32	"
7.	" " No. 60	"
8.	Baskets, desk, wire	each
9.	" waste, fiber	"
10.	Binders, grip, letter size (#400-S)	"
11.	" string, bulletin size	"
12.	" string, letter size	"
13.	Blotter holders, rocker, small size	"

14.	Blotter holders, rocker, large size	each
15.	Board, bristol, 100-lb.	sheet
16.	" " 120-lb.	"
17.	" " 140-lb.	"
18.	Books, memorandum, 8-3/4 x 5-3/4, not indexed, record	each
19.	" " 8-3/4 x 5-3/4, indexed, journal	"
20.	" " 6-1/4 x 3-3/4, not indexed, journal	"
21.	" " 6-1/4 x 3-3/4, indexed, record	"
22.	" " 5-1/4 x 2-3/4, not indexed, journal	"
23.	" " 5-1/4 x 2-3/4, indexed, journal	"
24.	" press copy, 10 x 12	"
25.	" stenographer's note	"
26.	Bottles, water cooler, 3-gal.	"
27.	Bottles, water cooler, 5-gal.	"
28.	Brooms, floor, straw	"
29.	Brooms, whisk	"
30.	Brushes, dustpan	"
31.	" floor, hair push, 14"	"
32.	" " " " 18"	"
33.	" mucilage, (large and small)	"
34.	" paste, 1"	"
35.	" " 2"	"
36.	" scrubbing	"
37.	" type cleaning (bone handle)	"
38.	" typewriter (wooden handle)	"
39.	Buckets, galvanized iron, 14-quart	"
40.	Calendar pads, "Bunch of Dates"	"
41.	" " "Gem"	"
42.	" stands, "Gem"	"
43.	Cards, guide, 5 x 5, plain, 1/2-cut, buff	pkg. (100 to a pkg)
44.	" " " " 1/3-cut, blue	"
45.	" " " " " " buff	"
46.	" " " " " " salmon	"
47.	" " " " 1/5-cut, buff	"
48.	" " " alphabetical, 25-subdivisions	set
49.	" " " " 50- "	"
50.	" " " " 75- "	"
51.	" " " " 100- "	"
52.	" " " states	"
53.	" " 4 x 6, plain, 1/2-cut, buff	pkg.
54.	" " " " 1/3-cut, buff	"
55.	" " " " 1/5-cut, buff	"
56.	" " " alphabetical, 25-subdivisions	set
57.	" " " " 75- "	"
58.	" " " states	"
59.	" " 5 x 8, plain, 1/3-cut, blue	pkg.
60.	" " " " " " buff	"
61.	" " " " " " salmon	"
62.	" " " " 1/5-cut, buff	"
63.	" " " alphabetical, 25-subdivisions	set
64.	" " " " 75- "	"



65.	Cards, index, 3 x 5, white, plain	pkg.
66.	" " " " ruled	"
67.	" " " salmon, plain	"
68.	" " 4 x 6, white, plain	"
69.	" " " " ruled	"
70.	" " " salmon, plain	"
71.	" " 5 x 8, white, plain	"
72.	" " 5 x 8, white, ruled	"
73.	" " " salmon, plain	"
74.	Chalk, white (crayons)	gross
75.	Chloride of lime	can
76.	Cheesecloth	yard
77.	Clips, board, letter size (wood with metal clasp)	each
78.	" " cap size " " " "	"
79.	" paper, Gam #1 (100 to a box)	box
80.	" " Ideal #1 (12 to a box)	"
81.	" " " #2 (50 to a box)	"
82.	" " binder, L.E.B. or Apsco, 1-1/4"	"
83.	Cloths, Copying	doz.
84.	Cots, Finger, #11	"
85.	" " #11 1/2	"
86.	" " #12	"
87.	" " #13	"
88.	Covers, manuscript	each
89.	Crayons, marking, blue	"
90.	Cups, drinking, paper (100 to a tube)	tube
91.	" sponge	each
92.	Cuspidors	"
93.	Dustpans	"
94.	Envelope Openers	"
95.	Envelopes, 3 1/2 x 6 manila, franked	100
96.	" " " messenger	"
97.	" " " white, plain	"
98.	" " " franked	"
99.	" 3-7/8 x 8-7/8 " "	"
100.	" " " return Chief	"
101.	" " " Secretary	"
102.	" 4-1/8 x 9-1/2 manila, plain	"
103.	" " " franked	"
104.	" " " messenger	"
105.	" " " white, franked	"
106.	" " " Secretary	"
107.	" 4-1/2 x 10-3/8 manila, franked	"
108.	" 6-1/2 x 10-1/2 " plain	"
109.	" " " franked	"
110.	" " " white "	"
111.	" 9-1/8 x 11-1/2 " "	"
112.	" 9-1/2 x 12 manila, plain	"
113.	" " " franked	"
114.	" 10 x 14 " plain	"
115.	" " " rope, franked	"

116.	Envelopes, 10 x 15	kraft, franked	100
117.	" 12 x 18	manila, plain	"
118.	Eradicator, ink		set
119.	Erasers, blackboard		each.
120.	" rubber, artgum		"
121.	" " pencil		"
122.	" typewriter (disc, with brush)		"
123.	" steel		"
124.	Exterminator, insect, paste		"
125.	Eyelets, Challenge #1		box
126.	" " #2		"
127.	" Triumph, CZ		"
128.	" " JN		"
129.	Fasteners, paper, roundhead, 1/2"		"
130.	" " " 1"		"
131.	" " " 2"		"
132.	Files, box, letter size, Phoenix		each.
133.	" " for 5 x 8 cards (pasteboard)		"
134.	" pamphlet (red boxes)		"
135.	Fillers, fountain pen		"
136.	Films, photographic, 3-1/4 x 5-1/2, 6-exposure		"
137.	Folders, manila, letter size, 1/2-cut (100 to box)		box
138.	" " " " square cut		"
139.	" " cap size 1/2-cut		"
140.	" " " " square cut		"
141.	" nearleather, expansion envelopes, letter		each
142.	" " " " cap		"
143.	" " " " pockets letter		"
144.	" " " " cap		"
145.	Glue (1/2-pint cans)		can
146.	Handles, Mop		each.
147.	Holders, Drinking cup		"
148.	Hooks, Picture moulding		"
149.	Index tabs, gummed strips, (Smith's #125-1/2)		pkg. (1 doz)
150.	Ink, drawing, black, 3/4 oz. bottles		each.
151.	" " green " " "		"
152.	" " vermillion " "		"
153.	" " violet " "		"
154.	" numbering machine		"
155.	" stamp pad, black		"
156.	" " " red		"
157.	" writing, black, quarts		"
158.	" " " 4-oz. (with fountain pen filler)		"
159.	" " red; pints		"
160.	Inkstand sets		each
161.	Inkstands, automatic, #51, black		"
162.	" " #51, red		"
163.	" " #57, black (for set)		"
164.	" " #57, red (for set)		"
165.	Labels, gummed, Dennison's #201		box
166.	" " " #212		"



167.	Labels, gummed, Dennison's #219	box
168.	" " " #223	"
169.	" " " #225	"
170.	" " " #228	"
171.	" " " #261	"
172.	" " " #1003	"
173.	" " " #2007	"
174.	Lamps, electric, 40-watt, 110-volt	each
175.	" " 60-watt, "	"
176.	" " 100-watt, "	"
177.	" " 150-watt, "	"
178.	" " 50-watt, 220-volt	"
179.	Machines, paper fastening, Hotchkiss #1	"
180.	" pencil sharpening, Boston \$1.50 model	"
181.	extra cutting wheels for item #180	pair
182.	Matches, safety (12 boxes to pkg.)	pkg.
183.	Mats, cuspidor, rubber	each
- Mimeograph Supplies -		
184.	Brushes, artist, #8	each
185.	Brushes, dermax	"
186.	Cloth pads	doz.
187.	Dermax	bottle
188.	Ink, A.B. Dick #767	can (1-lb)
189.	Stencils, A.B. Dick #860, 8-1/2 x 18	quire
190.	Stencils, A.B. Dick #861, 8-1/2 x 14	"
191.	Stoppers, rubber, one-hole	each
192.	Varnish	bottle
193.	Mops, cuspidor	each
194.	" oil	"
195.	" scrubbing	"
196.	Mucilage (quarts)	bottle
197.	Mucilage receptacles (with brush)	each
198.	Oil, furniture and floor	can
199.	Oil, typewriter	bottle
200.	Oilers, typewriter	each
201.	Pads, chair (non-shine)	"
202.	" desk, flexible	"
203.	" numbering machine	"
204.	" rubber stamp, black, #1 (small)	"
205.	" " " #2 (large)	"
206.	" " " red, #1 (small)	"
207.	" " " #2 (large)	"
208.	Paper, blotting, for small rocker holders	100
209.	" " large " "	"
210.	" " 19 x 24", green (for pads)	sheet
211.	" " " white (for blotting)	"
212.	" carbon, 8 x 10-1/2"	box
213.	" " 8 x 12-1/2"	"
214.	" " 16 x 21	"
215.	" computing machine, 2-5/16"	roll
216.	" " " 3-15/32"	"

217.	Paper, cross-section, 5 x 5, 16 x 21	sheet
218.	" " " 22 x 34	"
219.	" " 8 x 8, 16 x 21	"
220.	" " " 22 x 34	"
221.	" letterhead, Washington use, 8x7" regular wt.	ream
222.	" " " " 3x10 $\frac{1}{2}$ " "	"
223.	" " " " " thin weight	"
224.	" " " " 5x12 $\frac{1}{2}$ reg.wt.	"
225.	" " field use 8 x 7" regular wt.	"
226.	" " " " 8 x 10 $\frac{1}{2}$ " reg. wt.	"
227.	" " " " " thin wt.	"
228.	" mimeograph 8 x 10 $\frac{1}{2}$	"
229.	" " 8 x 12 $\frac{1}{2}$	"
230.	" " 8 x 15	"
231.	" toilet, oval rolls	roll
232.	" " round "	"
233.	" typewriter, manila, 8 x 10 $\frac{1}{2}$ (for carbons)	ream
234.	" " colored bond, 8 x 10 $\frac{1}{2}$ , canary	"
235.	" " " " " golden rod	"
236.	" " " " " gray	"
237.	" " " " " green	"
238.	" " " " " oriental	"
239.	" " " " " pink	"
240.	" " " " " primrose	"
241.	" " white " "	"
242.	" " " " 8 x 12 $\frac{1}{2}$	"
243.	" " " " " marg. ruled	"
244.	" " " " 16 x 21	"
245.	" " " manifold, 8 x 10 $\frac{1}{2}$	"
246.	" " " " 8 x 12 $\frac{1}{2}$	"
247.	" " " " " marg. ruled	"
248.	" " " " 16 x 21	"
249.	" wrapping, 24 x 36, kraft	"
250.	" " 36 x 40, kraft	quire
251.	" " 40 x 48, express drab	"
252.	Paper Pads, scratch, small (no charge)	each
253.	" " " medium " "	"
254.	" " writing, plain, 3 x 5, white	"
255.	" " " " " canary	"
256.	" " " " 5 x 8, white	"
257.	" " " " " canary	"
258.	" " " " 8 x 10 $\frac{1}{2}$ , white	"
259.	" " " " " canary	"
260.	" " " ruled, 5 x 8, white	"
261.	" " " " 8 x 10 $\frac{1}{2}$ , white	"
262.	Paste, library, 6-oz. jars	"
263.	" " quart jars	"
264.	Patches, gummed cloth, round, for loose leaves	box
265.	Pencil holders	each
266.	Pencils, copying (indelible)	doz.
267.	" drawing, 4H	"



268.	Pencils, drawing, 6H	doz.
269.	" " Eagle drafting	"
270.	" glass writing, blue	"
271.	" marking, blue	"
272.	" " red	"
273.	" stenographer's	"
274.	" writing #2	"
275.	" " #3	"
276.	Penholders, cork tip	"
277.	" rubber tip	"
278.	" hard rubber	"
279.	Penracks, glass	"
280.	Pens, steel, Esterbrook's #128 (A1) professional	gross
281.	" " " #048 falcon	"
282.	" " " #135 double elastic	"
283.	" " " #239 chancellor	"
284.	" " " #313 probate	"
285.	" " " #514 relief	"
286.	" " " #442 Jackson stubs	"
287.	" " " #656 round point	"
288.	" " " #788 oval point	"
289.	Pins (pyramids)	pyramids
290.	" push	doz.
291.	Protectors, pencil point	"
292.	Racks, rubber stamp, 5" strips	each
293.	" " " 12" "	"
294.	Ribbons, adding machine, Burroughs, black record	"
295.	" " " Dalton, black and red record	"
296.	Ribbons, Typewriter, Corona, black record	"
297.	" " " blue copy	"
298.	" " " L.C. Smith black record	"
299.	" " " black copy blue	"
300.	" " " black & blue	"
301.	" " " black & red rec.	"
302.	" " " Monarch black record	"
303.	" " " black copy blue	"
304.	" " " Remington black record	"
305.	" " " black copy blue	"
306.	" " " Royal black record	"
307.	" " " black copy blue	"
308.	" " " Underwood black record	"
309.	" " " black copy blue	"
310.	" " " black rec. & blue c.	"
311.	" " " black and red record	"
312.	Rulers, rubber, 18"	"
313.	" wooden, 12"	"
314.	" " 18"	"
315.	Shears, 6"	each
316.	" 10"	"
317.	Shields, erasing, steel	"

318.	Shoes, chair, glass bottom (4 to a set)	set
319.	Soap, hand (Ivory)	cake
320.	Soap, laundry (brown)	"
321.	Soap, liquid (in bulk, send container)	gal.
322.	Soap, scouring (Bon Ami)	cake
323.	Soap paste (Flash)	can
324.	Soap powder (in bulk)	lb.
325.	Sponges (for cups)	each
326.	Stamps, dating, revolving, 4-band, rubber	"
327.	Staples, for paper fastening machines, Acme #1	box (5000)
328.	" " " " " #2	" (5000)
329.	" " " " " Hotchkiss	" (500)
330.	" " " " " Midget A	" (5000)
331.	" " " " " " B	" (5000)
332.	Strawboard, corrugated, 36 x 36	sheet
333.	Supports, book	each
334.	Tacks, carpet	pkg.
335.	Tacks, thumb, 3/8"	doz.
336.	Tacks, thumb, 1/2"	"
337.	Tags, shipping, linen, plain	100
338.	" " " franked	"
339.	Tape, gummed, paper, transparent, 5/8"	roll
340.	" " " brown, 2", 800 feet to roll	"
341.	" " linen, success binder	"
342.	" red	spool
343.	Towels, cloth, 13 x 16, sanitary knit	doz.
344.	" " 12 x 36 " "	"
345.	" paper, rolls	roll
346.	" " folded	pkg.
347.	Tubes, mailing, 1" diam. 21" long	each
348.	" " 2" " 24" "	"
349.	" " 3" " 36" "	"
350.	Tumblers, glass	"
351.	Twine, cotton	ball
352.	" hemp	"
353.	" jute	"
354.	Typewriter cushion feet	set
355.	Typewriter key cushions	"
356.	Wax, floor	can
357.	" sealing	stick
358.	Weights, paper, glass	each
359.	Wire, picture (25 yards to pkg.)	pkg.
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BUREAU OF MARKETS FORMS CARRIED IN STOCK.

<u>Number</u>	<u>Description</u>
B.M. 1.	Itinerary Report
B.M. 13.	Advance Itinerary Post Card
B.M. 14.	Follow-up Card
B.M. 16.	Mailing List Additions and Removals
B.M. 20.	Weekly Travel Report
B.M. 21.	Acknowledgment of Mailing List Request
B.M. 22.	Changes of Address to be sent to Project Leaders.
B.M. 23.	Photostat Requisition Card.
B.M. 24.	"Special" slips
B.M. 25.	Report Card re Payroll Deductions
B.M. 26.	Intra-bureau Reference Slip
B.M. 28.	Memorandum for Editor of Bureau Accompanying MS.
B.M. 29.	Sub-requisitions (pink and green)
B.M. 30.	Form for Requesting Outside Publications
B.M. 31.	Form for Requesting Auto Truck Service
B.M. 38.	Request for Supplies (Branch Offices)
B.M. 39.	Supplies Shipped or Ordered (Branch Offices)
B.M. 40.	Requisition for Direct Purchases (Branch Offices)
B.M. 43.	Record of Branch Office Expenditures (Branch Offices)
B.M. 44.	Requests for Certification
B.M. 45.	List of Dealers
B.M. 46.	Branch Office Directory (Branch Offices)
B.M. 51.	Application for Leave While Traveling on Official Business
B.M. 53.	Motor Vehicle Expense Account
B.M. 55.	Request for Amendment to Authorization
B.M. 56.	Request for Transportation Requests
B.M. 57.	Mailing List Memorandum
B.M. 59.	Request for Authorization

DEPARTMENT FORMS CARRIED IN STOCK.

<u>No.</u>	<u>Description</u>
Form No. 2.	Pay Roll for Personal Services Outside District of Columbia.
" No. 3.	Pay Voucher for Personal Service.
" No. 4.	(Reimbursement Voucher for Traveling, Station and Field Expenses, (Insert sheet for Form 4 Voucher.
" No. 4b.	(Subvoucher for Meals and Lodging.
	(Subvoucher for Supplies, Livery and Misc.
" No. 5.	Voucher for Purchases and Services Other Than Personal.
" No. 25	Certificate for Loss or Damage of Property.
" No. 124	(Civil Service Commission Form) Declaration of Appointee.

Unnumbered Department Forms.

Statement of Mileage or Scrip Used.

Mileage Purchase Slip.

Personal Statement Sheet.

Salary Assignment Blank.

Oath of Office.

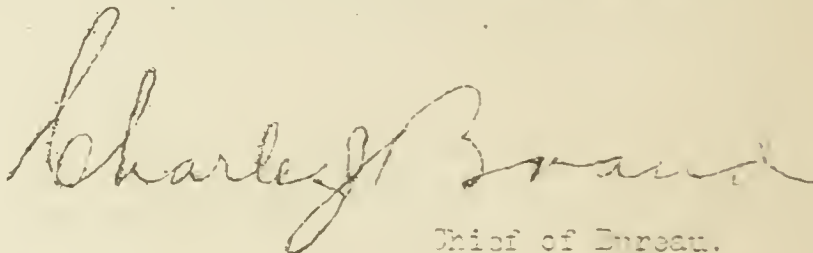
Fiscal Regulations.

Administrative Regulations.

Property Regulations.

FORMS WHICH ARE CARRIED IN THE BUREAU LIBRARY.

Div. Pub. Form	No. 1.	Request for Job Printing.
" "	" No. 9.	Order for Publications, except Farmers' Bulletins.
" "	" No. 10A.	Order for Farmers' Bulletins.
" "	" (No. 55	Foreign Mail Order for Publications.
	(No. 21a.	Duplicate of above, for carbon.
" "	" No. 43.	Orders for Placing Names upon Mailing Lists to receive Monthly List of Publications.



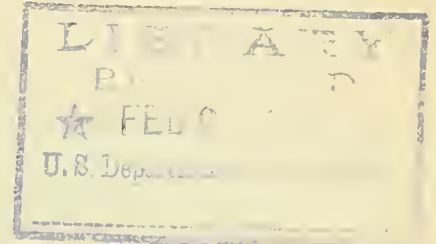
Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR NO. 15.

March 6, 1919.

1. CONVERTING FOREIGN MONEY. CAB FARES.

The following letter, dated February 13, 1919, addressed to the Disbursing Clerk of this Department and signed by the Auditor for State and other Departments, is self-explanatory:

"Your attention is invited to the Decision of the Comptroller of the Treasury dated September 30, 1918, to John W. Swift, Disbursing Officer, U. S. Food Administration. After the date of this decision this office will require a showing as to market rate where foreign money is converted into U. S. Currency. Bank receipts should be submitted showing all transactions.

"You are also informed that after March 1, 1919, satisfactory explanations will be required where cabs or other means of transportation more expensive than street cars are used.

"Street carfares charged by employees receiving a per diem in lieu of subsistence to place of work and return for one or more days will be disallowed."

In accordance with the above, items in reimbursement accounts covering expenses incurred for cab fare, or other means of transportation more expensive than street cars, will have to be explained. Mr. DeWilde, of the Bureau accounting office, has discussed this matter, informally, with the chief auditors in the branch of the Treasury Department which handles the accounts of this Department, and he was informed that taxi fares will not be allowed merely on the statement that it was necessary to use such means of conveyance on account of hand luggage, that it was raining, that the street cars were several blocks away, or similar explanations. It appears the Treasury Department is of the opinion that one can use a street car when hand luggage only is carried, and that use of any more expensive means of transportation can be justified only when it is shown conclusively that it was impossible to use a street car, for the reason that no street cars were available, or that the place the employee had to visit could not be reached by street car. The requirements are exacting regarding expense of this nature. Unless the explanation submitted in support of items for cab fare is in accordance with requirements of the Treasury Department, the expense necessarily will have to be suspended.

## 2. CLERICAL EFFICIENCY COMMITTEE.

The Secretary has approved the nomination of Mr. Henry J. Ramsey to replace Professor C. W. Thompson on the Clerical Efficiency Committee of the Bureau of Markets, Mr. Thompson's term having expired.

The committee for the period ending June 30, 1919, is therefore constituted as follows:

R. V. Bailey, Chairman,  
R. L. Nixon,  
Henry P. Ramsey (vice C. W. Thompson)

## 3. FURNITURE AND EQUIPMENT NO LONGER REQUIRED, TO BE TRANSFERRED TO OTHER PROJECTS.

Mr. Pevare, the Property Clerk of the Bureau, has made what seems to be an excellent suggestion, namely, that different offices of the Bureau, both in Washington and in the field, notify the Section of Supplies and Accounts promptly whenever they have furniture or other equipment for which they have no immediate use, in order that a list of such property may be maintained and consulted before requisitions are prepared covering purchase of additional similar equipment for other offices. It is believed that by thus using this section as a clearing house, transfers of property frequently should be possible in lieu of purchase of new equipment. This will insure the maximum use of all of the property of the Bureau and if observed conscientiously, will curtail expenditures for additional equipment.

When funds of the same appropriation are involved, merely different allotments thereunder being concerned, an interchange of not more than 75% of the original cost of property transferred, dependent upon its condition, will be effected. This may be waived by the Chief of Bureau, however, when the allotment balance of the project needing the additional equipment is low and the project releasing the same can afford to do so without return credit.

When allotments under different appropriations are involved in such transactions no provision is made for interchange of funds, which could be effected only by specific approval of the Secretary.

## 4. VOUCHERS COVERING STENOGRAPHIC REPORTING.

Form 5 vouchers covering settlement of expenses incurred for stenographic reports of hearings, etc., should not be submitted on a basis of a charge for "attendance at hearing, taking notes, etc." and another charge for "transcripts". Instead, the charge should be based on "reporting hearing and furnishing transcripts", for one specified amount. The rate, or schedule, of charges upon which the total amount claimed is based also should show on the voucher. When a charge is listed "for attendance at hearing, etc.", the matter becomes confused technically with payment for personal services, which cannot be made on Form 5 vouchers. It must be remembered that stenographers and typewriters, including reporting stenographers, can be employed only under direct authorization from the Secretary.



5. FOOD SURVEY ENVELOPES.

In connection with the various food surveys conducted by the Bureau of Markets, considerable supplies of envelopes have been sent to certain of our branch offices. These include franked window envelopes and special franked and addressed return envelopes. Any branch office having any of the franked window envelopes should return them at once to the Section of Supplies and Accounts of this Bureau. Since the franked and addressed special return envelopes could not be used for any other purpose, they should be discarded.

6. PURCHASE OF CONTRACT FURNITURE FOR BRANCH OFFICES PREFERRED.

The experience of various field representatives in branch offices of the Bureau has shown over and over again that it is advisable, if at all possible, to purchase the regular contract furniture and have it shipped from the factory on Government bills of lading. Prices for furniture purchased in the open market, even under competitive informal bids, almost invariably are considerably higher than the contract prices plus the freight. It also is highly desirable to standardize on all of the furniture of the Bureau, especially the sectional filing furniture. Needs for office furniture should always be anticipated, if possible, far enough in advance to permit the ordering of furniture from the contractors and shipment by freight from the factory.

7. SAVING MIMEOGRAPH INK.

Unless carefully drained, a considerable quantity of mimeograph ink adheres to the inside of the tin containers in which it is delivered. A number of branch offices have adopted the practice of tilting the freshly emptied can over another can and allowing it to drain for 24 hours or more before it is finally discarded. In this way, a percentage of the ink which has been estimated as being as high as 10% may be saved.

8. LINES OF WORK OF BUREAU AND DEPARTMENT.

It is desirable that all employees of the Bureau become sufficiently familiar with the work of the Department of Agriculture, and especially with that of the Bureau of Markets, to be able to answer such inquiries as they may receive in regard to the work of other Bureaus of the Department and of the various divisions of this Bureau. Information given in Information Circular No. 4, dated September 19, 1918, is intended to enable employees to direct inquiries to the proper Bureau from which to secure any desired information along any particular line and to know how to secure publications issued by the Department upon any given subject. It is thought that all employees, and particularly those stationed outside of Washington, should be able to answer inquiries in regard to the specific lines of work conducted by this Bureau and that they should know where to go to find printed information in regard to the various lines of work of .



the entire Department. To this end, copies of two publications, both now in press, will be distributed through the division offices of the Bureau in Washington and to each branch office as soon as they are issued. These are: first, "List of Workers in Subjects Pertaining to Agriculture, etc."; and second, "The Program of Work of the United States Department of Agriculture", both revised and brought down to date. These two publications together give a detailed outline of all of the various lines of investigation, demonstration, and service and the regulatory work of the entire Department, together with the names of the leaders of each particular line.

It is particularly desirable that all of the employees in each branch office be familiar with the objects and methods of procedure of the other projects of this Bureau represented in the same cities. To this end, the City Committee in Atlanta has been holding meetings attended by all Bureau employees in that city, at which descriptions are given by the representatives of the various projects in Atlanta of the objects of the work done by the respective projects represented and their methods of procedure. It is believed that City Committees in other cities might profitably do something of the sort.

It has been suggested that when responsible representatives of projects visit cities in which their respective projects are not represented, arrangements be made for them to address meetings of all of the Bureau of Markets employees in that city, explaining the work and methods and purposes of their respective projects. When this is to be done, the Chairman of the City Committee should be notified a few days in advance.

9. BUREAU PERSONNEL DIRECTORY MUST BE KEPT UP-TO-DATE.

Attention has recently been called to the fact that considerable laxity exists in the Bureau in reporting to the Personnel Section changes in addresses of employees in Washington, also in reporting changes in assignment, involving changes in rooms and telephone numbers.

It is very important, if our personnel directory is to be maintained with any degree of correctness, that these changes in the Washington offices be reported promptly. The head clerk of each project is personally responsible. It is therefore suggested that someone in each section check the records and ascertain that the latest address given is reported to the Personnel Section. In the future these changes should be reported promptly.

10. REPORT FROM REVIEWING SECTION FOR WEEK ENDING FEBRUARY 21, 1919.

This report shows that the outgoing letters viced during this five-day week were dictated in part to pool stenographers and in part to divisional stenographers by the various divisions, as indicated below. It does not cover intra-bureau communications.

<u>Division</u>	<u>Dictated to Pool Stenographers.</u>	<u>Dictated to Divisional Stenographers.</u>
Administrative	60	7
Market Surveys	221	19
Live Stock and Meats	124	31
Market Grades and Standards	91	16
City Marketing and Distribution	15	6
Transportation and Storage	24	40
Cotton Handling and Marketing	27	38
Cotton Futures	0	13
Nitrate	39	486
Preservation of Fruits and Vegetables	69	14
Federal Grain Supervision	80	68
Seed Marketing Investigations	50	62
Grain Standardization	18	49
Rural Organization	25	3
Foreign Marketing	6	25
Warehouse Investigations	0	1
Marketing Dairy Products	60	16
Cooperative Purchasing and Marketing	13	3
War Industries Board Wool Work	<u>61</u>	<u>72</u>
TOTALS	983	969

#### 11. MEETINGS OF OPERATING COMMITTEES.

It is believed that a letter recently received from Mr. E. M. Seifert, Chairman of the Operating Committee of the Philadelphia joint office, will be of interest to Operating Committees in other offices in arranging programs for their regular meetings. The letter reads as follows:

"I notice in the information Circular No. 12, Paragraph No. 4, it is stated that the Chairman of the Operating Committee in Philadelphia suggested to the other members that topics for discussion be submitted to the Chairman and redistributed before the meeting.

"The suggestion was not mine, but was made by Mr. Williams of the Food Products Inspection Service. He further suggested, and it is being put into effect, that a program be arranged for each meeting. It was found that our committee meetings occupied too much time, lasting from an hour and a half to two hours. The arrangement of the program was suggested to rebut the time consumed in meetings. The first meeting at which this suggestion was tried out lasted but thirty minutes and fully as much, if not more, business was transacted than at the preceding one which lasted two hours.

"One of the other members of the committee suggested that sub-committees be appointed such as the mechanical department committee, the joint reports to newspapers and local growers and dealers report committee and one or two others. By handling important matters in this way the committee can work up the



details of each proposition and present something concrete and definite at the Operating Committee meeting. In this way it can usually be acted upon quickly saving considerable time and at the same time the propositions will have been more efficiently handled.

"The spirit of cooperation is rapidly developing among the project representatives here."

12. STANDARD TIME.

The Chief Clerk of the Bureau suggests that one reason why employees frequently quit work before 4:30, the regular closing hour, may be that their timepieces are fast.

He calls attention to the fact that in our Bureau telegraph office in Washington there is an electric clock, set hourly by electricity, taking its time from a master clock in the Washington office of the Western Union, and being set at noon each day directly from the Naval Observatory.

13. LEAVE SLIPS.

The Chief Clerk of the Bureau calls attention to the fact that in a considerable percentage of cases leave slips are not returned to the time clerk after the application for the leave has been approved and the leave has been taken.

Head clerks of the divisions should see that all leave slips are returned promptly to the time clerk after the employee has returned to duty.

14. VOUCHERS AUDITED PROMPTLY.

Now that the auditing and payment of reimbursement vouchers has been placed upon a prompt basis, attention is being directed to the more expeditious handling of other fiscal papers. In the case of branch office payrolls, for instance, it is gratifying to note that all field payrolls which had been received up to February 28 were audited and passed to the Disbursing Office on or before that date for payment. The payrolls began to be received in Washington upon February 19, and the schedule shows that they were handled in the accounting office and delivered to the Disbursing Office as follows:

33 on February 25, 1919,  
39 on February 26, 1919,  
9 on February 27, 1919,  
4 on February 28, 1919.

*Charles J. ...*  
Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR NO. 16

March 15, 1919.

Bureau Directory

This issue of the Information Circular contains a list of the Bureau branch offices, superseding Information Circular No. 6, and item No. 6 of Information Circular No. 10.

There still are a number of cities under which the personnel of the City Committees and the Operating Committees is not shown. It is urged that men in charge of branch offices in cities where such information is lacking consult Field Station Memorandum No. 14, organize as indicated therein, and make report to the Washington office without delay.

It is requested that any changes in addresses or other corrections for the Directory be reported at once to the Administrative Assistant in Charge of Operation in order that our records may be kept as nearly accurate as possible. Likewise, suggestions concerning its contents or make-up will be appreciated.

Attention is called to the fact that branch offices are to be closed as follows:

Birmingham, Alabama, March 31, 1919, Market News Service on Fruits and Vegetables.  
Fargo, North Dakota, March 31, 1919, Market News Service on Fruits and Vegetables, and Inspection of Perishable Foods.  
Houston, Texas, March 20, 1919, Market News Service on Fruits and Vegetables.  
Jacksonville, Florida, March 31, 1919, Market News Service on Fruits and Vegetables.  
Memphis, Tennessee, March 31, 1919, Market News Service on Fruits and Vegetables.  
Oklahoma City, Oklahoma, March 20, 1919, Market News Service on Fruits and Vegetables, and Inspection of Perishable Foods.

Below is given a list of the administrative officers and the project leaders of the Bureau whose headquarters are in Washington. This is made up in line with the chart entitled "Organization of the Bureau of Markets" which accompanied Memorandum No. 114, dated December 1, 1917. This is followed by the list of branch offices, City Committees, arranged alphabetically by cities, and a list of States in which the Bureau is carrying on cooperative work.

THE WASHINGTON OFFICE

Chief of Bureau, Charles J. Brand

Secretary to Chief, Catherine M. Viehmann

Assistant Chief, Herbert C. Marshall

Editor and Librarian, Caroline B. Sherman

Branch of Operation, R. V. Bailey

Chief Clerk, C. L. Snow

Stenographic Section, E. J. Dickson

Time Clerk, C. F. Luvall

Photographic Section, H. C. Wilcox, Acting in Charge

Addressing and Duplicating Section, H. E. Burton

Estimates and Special Reports, Cornelia Lyne

Mails and Files, W. D. Hobbs

Personnel Section, F. J. Hughes

Reviewing Mail, M. C. Vance

Supplies and Accounts, P. H. Quinn

Telegraph Section, W. C. Ten Eyck

City Marketing and Distribution, G. V. Branch

Conservation of Food Products in Transit and Storage, H. J. Ramsey

Cooperative Purchasing and Marketing, O. B. Jesness, Acting in Charge

Cotton Futures Act:

Administration, D. S. Murph

Determination of Disputes, and Investigation of

Future and Spot Markets, G. R. Argo

Preparation and Distribution of the

Official Cotton Standards )

Cotton Handling and Marketing )

Cotton Standards Investigations ) Fred Taylor

Cotton Testing )

Marketing Cotton Seed and Its Products, C. F. Creswell

Cotton Warehouse Investigations, R. L. Nixon

Administration of the U.S. warehouse Act, D.S. Murph and R.L. Nixon

Dairy Products Marketing Investigations) R.C. Potts

Market News Service on Dairy Products )

Direct Marketing, Lewis B. Eichr

Food Surveys of the United States) C.W. Thompson

Rural Organization )

Federal Grain Supervision:

Information and Publications, J. F. Wilmeth )

Licensing and Violations, Arthur Herger )

Appeals and Inspection Procedure, E. G. Boerner )

Inspection Efficiency) George

and ) See Chicago ) Livingston

Board of Review )

Food Supply Investigations )

Grain and Hay Marketing Investigations) Charles S. Cole )

Hay and Feed Market Reporting Service )

Grain Standardization, S. A. Regan, Acting in Charge

Foreign Marketing Investigations, C. W. Moomaw

Grades and Standards )

Inspection of Perishable Foods )

W.M. Scott and C.T. More

Enforcement of the Standard Container Act )

Live Stock and Meats Marketing Investigations )

Wool Marketing Investigations, G.T. Willingmyre) Louis D. Hall

Market News Service on Live Stock and Meats )

Stock Yards Supervision )

Market Business Practice, Unassigned

Market Information Assistant, R. W. Green

Market News Service on Fruits and Vegetables )

Market Surveys, Methods and Costs )

Wells A. Sherman

Motor Transportation, J. H. Collins )

Milling and Baking Investigations, J. H. Shollenberger

Nitrate Distribution, D. S. Murph and J. H. Collins

Seed Marketing Investigations )

Seed Reporting Service )

W. A. Wheeler

State Cooperation in Marketing Work, J. C. Skinner

Technological Investigations and Demonstrations, J. F. Barghausen

Transportation Division, G. C. White



### BRANCH OFFICES

Bureau Memorandum No. 131, dated August 5, 1913, provides that every project branch office register with the commercial telegraph companies. It will be presumed therefore that each project has registered accordingly in each city where a branch office is located. The branch office will be held responsible for any delays in the handling of telegrams due to a failure to so register. The approved form of registration for the various projects is as follows:

SURVEYS BUREAU MARKETS	- Market News Service on Fruits and Vegetables.
LIVESTOCK BUREAU MARKETS	- Market News Service on Live Stock and Meats.
LIVESTOCK BUREAU MARKETS	- Stock Yards Supervision
DAIRY BUREAU MARKETS	- Market News Service on Dairy Products
GRAIN SUPERVISION BUREAU MARKETS	- Federal Grain Supervision
GRAIN BUREAU MARKETS WEBSTER BUILDING	- Inspection Efficiency and Board of Review
SEEDS BUREAU MARKETS	- Seed Reporting Service
HAY BUREAU MARKETS	- Hay and Feed Market Reporting Service
STANDARDIZATION BUREAU MARKETS	- Grain Standardization
CITY MARKETING BUREAU MARKETS	- City Marketing and Distribution
INSPECTION BUREAU MARKETS	- Inspection of Perishable Foods
COTTON BUREAU MARKETS	- Cotton Handling and Marketing
COTTON BUREAU MARKETS	- Cotton Futures
COTTON BUREAU MARKETS	- Marketing Cotton Seed and Its Products
MOTOR BUREAU MARKETS	- Motor Transportation
TRANSPORTATION DIVISION BUREAU MARKETS	- Transportation Division
CONSERVATION BUREAU MARKETS	- Conservation of Food Products in Transit and Storage

In a joint office where the room number and telephone number of each project are the same as the room number and telephone number for the joint office, this information will be given under the joint office only.

ATLANTA, GEORGIA

City Committee:

Chairman, K. B. Seeds

Clerk, A. C. Shepherd, 319 Connally Building

Joint Office No. 1, 1710 Third National Bank Building, Marietta and  
Broad Streets, Telephone, Ivy 4176

Operating Committee:

Chairman, K. B. Seeds

Head Clerk, J. H. Cain,

Federal Grain Supervision

In Charge, K. B. Seeds

Hay and Feed Market Reporting Service:

In Charge, Unassigned

Seed Reporting Service:

In Charge, Unassigned

Joint Office No. 2, Connally Building, Whitehall and Alabama Streets

Operating Committee:

Chairman, R. G. Hill

Head Clerk, A. C. Shepherd, Room 319

Market News Service on Fruits and Vegetables:

In Charge, F. H. Dottenfield, Room 414-416

Telephone, Main 2743

Inspection of Perishable Foods:

In Charge, W. H. Beckham, Room 405; Telephone, Main 1097

Conservation of Food Products in Transit and Storage:

In Charge, R. G. Hill, Room 319; Telephone, Main 1097

Transportation Division:

In Charge, Charles A. Forrest, Room 315; Telephone, Main 1097

Marketing Cotton Seed and Its Products Branch Office:

In Charge, Unassigned

239 Trust Company of Georgia Building

Telephone

BALTIMORE, MARYLAND

City Committee:

Chairman,  
Clerk,

Joint Office, 411 Custom House, Telephone, St. Paul 4220

Operating Committee:

Chairman, Samuel F. Shreve  
Head Clerk,

Market News Service on Fruits and Vegetables:

In Charge, W. E. Harrison

City Marketing and Distribution:

In Charge, W. E. Harrison

Inspection of Perishable Foods:

In Charge, Samuel F. Shreve

Federal Grain Supervision Branch Office:

In Charge, Lee Callahan

610 Keyser Building, German and Calvert Streets

Telephone, St. Paul 2579

BIRMINGHAM, ALABAMA

Market News Service on Fruits and Vegetables Branch Office:

In Charge, George S. Black

803-810 Jefferson County Bank Building, 2026 Second Avenue

Telephone, Main 5440

Note: The Birmingham office will be discontinued with March 31, 1919.

BOSTON, MASSACHUSETTS

City Committee:

Chairman, A. P. Colburn

Clerk, Miss Rose E. Kelley, 408 Fidelity Building

Joint Office, Fidelity Building, 143 State Street, Telephone Richmond 3240

Operating Committee:

Chairman, A. P. Colburn

Head Clerk, Miss Helen Walsh, Room 408

Market News Service on Dairy Products:

In Charge, Albert B. Ioring, Room 409

Market News Service on Fruits and Vegetables:

In Charge, Saxon D. Clark, Room 406

Inspection of Perishable Foods:

In Charge, C. E. Merrill, Room 405



Market News Service on Live Stock and Meats:

In Charge, Julius H. Peters, Room 403

Stock Yards Supervision:

In Charge, Julius H. Peters, Room 403

City Marketing and Distribution:

In Charge, A. P. Colburn, Room 407

Federal Grain Supervision Branch Office:

In Charge, Fred L. Wallace

1140 Oliver Building, 141 Milk Street

Telephone, Fort Hill 3391

BRIDGEPORT, CONNECTICUT

City Marketing and Distribution Branch Office:

In Charge, Garrett M. Stack

413 First National Bank Building, 886 Main Street

Telephone, Noble 250

(Mr. Stack at Bridgeport, Mondays, Wednesdays and Fridays only; all mail should be sent to the New Haven address.)

BUFFALO, NEW YORK

City Committee:

Chairman, George E. Engels

Clerk, Miss Alice M. Howard, 232 Post Office Building

Joint Office, 232 Post Office Building, Telephone, Seneca 2489

Operating Committee:

Chairman, George E. Engels

Head Clerk

Inspection of Perishable Foods:

In Charge, George E. Engels

Market News Service on Fruits and Vegetables:

In Charge, George E. Engels

Motor Transportation:

In Charge, Unassigned

Federal Grain Supervision Branch Office:

In Charge, John T. Cavanagh

98 Dun Building, Pearl and Swan Streets

Telephone, Seneca 5852

Stock Yards Supervision Branch Office:

In Charge, H. A. Dallwigk

993 William Street

Telephone, Howard 19

CAIRO, ILLINOIS

Federal Grain Supervision Branch Office:

Acting in Charge, Charles R. Taylor  
Room 6, Post Office Building  
Telephone, 464

CHICAGO, ILLINOIS

City Committee:

Chairman, W. H. Hall  
Clerk, I. W. Pew, Administration Building,  
Union Stock Yards

Joint Office No. 1, 505-516 City Hall Square Building, 139 North Clark  
Street, Telephone, Majestic 8520 and 8521

Operating Committee:

Chairman, W. H. Hall

Head Clerk, Edward P. Lemott

Inspection of Perishable Foods:

In Charge, H. C. Fetzell

City Marketing and Distribution:

In Charge, Harvey E. Larsen

Market News Service on Fruits and Vegetables:

In Charge, W. E. Hall

Market News Service on Dairy Products:

In Charge, Frank H. McCampbell

Conservation of Food Products in Transit and Storage:

In Charge, H. S. Bird

Joint Office No. 2, Administration Building, Union Stock Yards,  
Telephone, Boulevard 8441

Operating Committee:

Chairman, C. E. Pierce

Head Clerk, I. W. Pew

Market News Service on Live Stock and Meats:

In Charge, S. W. Doty

Stock Yard Supervision:

In Charge, S. W. Doty

Transportation Division:

In Charge, C. E. Pierce

Federal Grain Supervision Branch Office:

In Charge, Wm. P. Carroll

374 Continental and Commercial Bank Building, 208 South LaSalle Street  
Telephone, Harrison 4700

Hay and Feed Market Reporting Service Branch Office:

In Charge, H. L. Bowen

59 Board of Trade Building, 141 West Jackson Boulevard  
Telephone, Harrison 4700 - Local 130

Seed Reporting Service Branch Office:

In Charge, C. F. Wood  
59 Board of Trade Building, 141 West Jackson Boulevard  
Telephone, Harrison 4700 - Local 190

Inspection Efficiency and Board of Review Branch Office:

In Charge, H. J. Besley  
1132 Webster Building, 327 South La Salle Street  
Telephone, Harrison 4700 Branch 159

CINCINNATI, OHIO

City Committee:

Chairman, W. H. McMurtrey  
Clerk, H. A. Harlow, 210 Johnston Building

Joint Office, Johnston Building, Fifth Street between Walnut and Vine.

Operating Committee:

Chairman, J. J. Ahearn  
Head Clerk, George B. Wenning, Rooms 208-209  
Telephone, Main 1018 and 4386

Market News Service on Fruits and Vegetables:

In Charge, J. J. Ahearn, Rooms 208-209  
Telephone, Main 1018 and 4386

Inspection of Perishable Foods:

In Charge, John M. Rogers, Room 209  
Telephone, Main 4386

Federal Grain Supervision:

In Charge, Warren H. McMurtrey, Room 210  
Telephone, Main 3408

Stock Yards Supervision Branch Office:

In Charge, E. P. Brooks  
49 Avenue Hotel Building, 3119 Spring Grove Avenue  
Telephone, West 4156



CLEVELAND, OHIO

1934-1935

City Committee:

Chairman, Paul W. Barnes

Clerk, Miss Lydia E. Frey, 503 Erie Building.

Joint Office, 503 Erie Building, East Ninth Street and Prospect Avenue,  
Telephone, Prospect 632 and Central 7524

Operating Committee:

Chairman, W. P. Johnson

Head Clerk, Miss Lydia E. Frey

Market News Service on Fruits and Vegetables:

In Charge, W. P. Johnson

Inspection of Perishable Foods:

In Charge, Paul W. Barnes

City Marketing and Distribution:

In Charge, Glen W. McGrew

Motor Transportation:

In Charge, H. W. Watjen, Jr.

Federal Grain Supervision Branch Office:

In Charge, H. F. Prue

709 Illuminating Building

Telephone, Main 1416

Stock Yards Supervision Branch Office:

In Charge, John M. Seabolt

27 Live Stock Exchange Building

Telephone,

COLUMBUS, OHIO

Market News Service on Fruits and Vegetables Branch Office:

In Charge, W. H. Mosier

303 Martlin Building, 71 East State Street

Telephone, Main 9404

DALLAS, TEXAS

Marketing Cotton Seed and Its Products Branch Office:

In Charge, W. M. Mangum

1308 Southwestern Life Insurance Building

Telephone, Main 6506

DENVER, COLORADO

City Committee:

Chairman, John W. Dykes

Clerk, Miss M. S. Banks, 500 Cooper Building  
17th and Curtis Streets

Joint Office No. 1, Custom House Building, 16th and Arapahoe Streets,  
Telephone, Champa 3237

Operating Committee:

Chairman, Stuart L. Sweet

Head Clerk, Mrs. M. D. Davis

Market News Service on Fruits and Vegetables:

In Charge, Stuart L. Sweet, Room 305.

Inspection of Perishable Foods:

In Charge, J. M. Mosher, Room 24

Telephone, Champa 4474

City Marketing and Distribution:

In Charge, Ralph B. Grabill, Room 24

Telephone, Champa 4474

Transportation Division:

In Charge, C. J. Helber, Room 24

Telephone, Champa 4474

Joint Office No. 2, 500 Cooper Building, 17th and Curtis Streets,  
Telephone, Champa 514

Operating Committee:

Chairman,

Head Clerk, Miss M. S. Banks

Federal Grain Supervision:

In Charge, Ephraim A. Hill, Room 509

Seed Reporting Service:

In Charge, John W. Dykes, Rooms 500-505

Market News Service on Live Stock and Meats Branch Office:

In Charge, R. E. Reynolds

214 Live Stock Exchange, Stock Yards

Telephone, Champa 2987

Stock Yards Supervision Branch Office:

In Charge, R. E. Reynolds

214 Live Stock Exchange, Stock Yards

Telephone, Champa 2987

DES. MOINES, IOWA

Market News Service on Fruits and Vegetables Branch Office:

In Charge, Clyde E. Heard

215 United States Court House, 5th and Mulberry Streets

Telephone, Walnut 1070

Inspection of Perishable Foods Branch Office:

In Charge, Clyde E. Heard

215 United States Court House, 5th and Mulberry Streets

Telephone, Walnut 1070

DETROIT, MICHIGAN

City Committee:

Chairman, Frank A. L. Bloom

Clerk, Miss Ruth Durfee, 312-316 Hammond Building

Joint Office, 312-316 Hammond Building, Griswold and Fort Streets,  
Telephone, Cadillac 2113 and Cherry 6836

Operating Committee:

Chairman, T. C. Bushfield

Head Clerk, Miss Ruth Durfee

Market News Service on Fruits and Vegetables:

In Charge, T. C. Bushfield

Inspection of Perishable Foods:

In Charge, Frank A. L. Bloom

City Marketing and Distribution:

In Charge, Dolph Berli

Federal Grain Supervision Branch Office:

In Charge, Ralph W. Taylor

605 Detroit Free Press Building

Telephone, Cherry 3371

DULUTH, MINNESOTA

Federal Grain Supervision Branch Office:

In Charge, P. J. Brittain

Rooms 1-4, Sherwood Building, 318-320 West First Street

Telephone, Melrose 5885

EAST ST. LOUIS, ILLINOIS  
(See St. Louis, Missouri)



FARGO, NORTH DAKOTA

Market News Service on Fruits and Vegetables Branch Office:

In Charge, Paul M. Williams

Hook Building, 619 Second Avenue North

Telephone, 3236

Inspection of Perishable Foods Branch Office:

In Charge, Paul M. Williams

Hook Building, 619 Second Avenue North

Telephone, 3236

Note: The Fargo office - both projects - will be discontinued effective with March 31, 1919.

FOND DU LAC, WISCONSIN

Market News Service on Dairy Products Branch Office:

In Charge, J. B. McCready

19-21 Sheboygan Street

Telephone, 1602

FORT WORTH, TEXAS

City Committee:

Chairman, L. G. Schultz

Clerk, Miss Alice E. Pulliam, 506-508 Moore  
Building, 10th and Main Streets

Joint Office No. 1, Moore Building, 10th and Main Streets

Telephone, Lamar 7102

Operating Committee:

Chairman,

Head Clerk,

Market News Service on Fruits and Vegetables:

In Charge, Willis C. Russell, Rooms 506-508

Inspection of Perishable Foods:

In Charge, L. G. Schultz, Room 505

Transportation Division:

In Charge, J. E. Stubblefield, Room 505

Joint Office No. 2, Live Stock Exchange Building

Operating Committee:

Chairman

Head Clerk,

Market News Service on Live Stock and Meats:

In Charge, Vernon E. Foster, Room 204

Telephone, Prospect 762

Stock Yards Supervision:

In Charge, G. E. King, Room 204

Telephone, Prospect 762

Hay and Feed Market Reporting Service

In Charge, G. C. Wheeler, Room 205

Telephone, Prospect 337

Federal Grain Supervision Branch Office:

In Charge, James B. Wallace

511 First National Bank Building

Telephone, Lamar 3377

GALVESTON, TEXAS

Federal Grain Supervision Branch Office:

In Charge, Herbert L. Pinkley

222 Security Building

Telephone, 2652

GREELEY, COLORADO

Market News Service on Fruits and Vegetables Branch Office:

In Charge, Herbert E. Munger

214 Post Office Building

Telephone, Greeley 302

HARTFORD, CONNECTICUT

City Marketing and Distribution Branch Office:

In Charge, Harold S. Schwenk

508 Church Street

Telephone, Charter 5434

(Mr. Schwenk at Hartford, Mondays, Wednesdays and Fridays:

All mail should be sent to Hartford.)

HOUSTON, TEXAS

Inspection of Perishable Foods:

In Charge, Charles D. Shirley

307 Southern Pacific Building, Franklin and Travis Streets

Telephone, Preston 3123

Market News Service on Fruits and Vegetables:

In Charge, R. S. Lombard

307-309 Southern Pacific Building, Franklin and Travis Streets

Telephone, Preston 3123

Note: The Houston office of the Market News Service on Fruits and Vegetables project will be discontinued effective with March 20, 1919.

INDIANAPOLIS, INDIANA

City Committee:

Chairman, E. D. McNulty

Clerk,

Joint Office, 1102-1103 City Trust Building, Telephone, Main 6849

Operating Committee:

Chairman,

Head Clerk,

Market News Service on Fruits and Vegetables:

In Charge, E. D. McNulty

Inspection of Perishable Foods:

In Charge, Harry Arenz

Federal Grain Supervision Branch Office:

In Charge, Ralph B. Woolsey

827 Board of Trade Building

Telephone, Main 2322

Stock Yards Supervision Branch Office:

In Charge, Lewis C. Bailey

35-36 Live Stock Exchange Building

Telephone, Main 1301



JACKSONVILLE, FLORIDA

Market News Service on Fruits and Vegetables:

In Charge, D. W. Hadsell  
907-911 Bisbee Building, 41-43 West Forsyth Street  
Telephone, Bell 7690

Inspection of Perishable Foods:

In Charge, D. W. Hadsell  
907-911 Bisbee Building, 41-43 West Forsyth Street  
Telephone, Bell 7690

Note: The Market News Service on Fruits and Vegetables Office  
will be discontinued with March 31, 1919.

KANSAS CITY, MISSOURI

City Committee:

Chairman, Sam H. Ray  
Clerk,

Joint Office No. 1, Postal Telegraph Building, 8th and Delaware Streets.

Operating Committee:

Chairman,  
Head Clerk,

Federal Grain Supervision:

In Charge, Joshua M. Chilton, Room 310  
Telephone, Main 4616

Grain Standardization:

In Charge, J. D. Morgan, Room 303  
Telephone, Main 4483

Hay and Feed Market Reporting Service

In Charge, C. P. Martin, Room 302  
Telephone, Main 4157

Seed Reporting Service:

In Charge, G. Fred Kellogg, Room 302  
Telephone, Main 4157

Joint Office No. 2, Railway Exchange Building, 7th and Walnut Streets

Operating Committee:

Chairman, Jared H. Thomas  
Head Clerk, Miss Hazel M. Ray, Rooms 212-214

Market News Service on Fruits and Vegetables

In Charge, Jared H. Thomas, Rooms 212-214  
Telephone, Bell Main 2142

Inspection of Perishable Foods:

In Charge, L. J. Weishaar, Room 212  
Telephone, Home Main 7995

Market News Service on Live Stock and Meats Branch Office:

In Charge, Sam H. Ray

964 Live Stock Exchange Building

Telephone, Bell Main 1547, Home Main 1945

Stock Yards Supervision Branch Office:

In Charge, Sam H. Ray

964 Live Stock Exchange Building

Telephone, Bell Main 1547, Home Main 1945

LANCASTER, PENNSYLVANIA

Market News Service on Live Stock and Meats Branch Office:

In Charge, C. E. Brashear

536 Woolworth Building. Mail address, Box 508

Telephone, Lancaster 2648 (Bell)

Stock Yards Supervision Branch Office:

In Charge, C. E. Brashear

536 Woolworth Building, Mail Address, Box 508

Telephone, Lancaster 2648 (Bell)

LOS ANGELES, CALIFORNIA

City Committee:

Chairman, F. P. Allen

Clerk,

Market News Service on Fruits and Vegetables Branch Office:

District Representative on Pacific Coast, O. W. Schleussner

206 Wholesale Terminal Building, 1304 East 7th Street

In Charge Local Office, H. H. Warner

204-208 Wholesale Terminal Office Building, 1304 East 7th Street

Telephone, Pico 3691

Inspection of Perishable Foods Branch Office:

Supervising Inspector, O. W. Schleussner

206 Wholesale Terminal Building, 1304 East 7th Street

In Charge Local Office, H. H. Warner

Telephone, Pico 3691

Market News Service on Live Stock and Meats Branch Office:

In Charge, F. P. Allen

701 International Bank Building,

Telephone, Pico 1463

LOUISVILLE, KENTUCKY

Federal Grain Supervision Branch Office:

In Charge, R. R. Saunders  
27 Board of Trade Building  
Telephone, Main 1974

Stock Yards Supervision Branch Office:

In Charge, W. W. Stockton  
229 Live Stock Exchange Building  
Telephone,

MEMPHIS, TENNESSEE

City Committee:

Chairman,  
Clerk,

Joint Office, Exchange Building, Madison and Second Streets

Operating Committee:

Chairman,  
Head Clerk,

Market News Service on Fruits and Vegetables:

In Charge, J. Harold Hoover, Rooms 601-603  
Telephone, Main 796

Note: The Memphis office of the Market News  
Service on Fruits and Vegetables project  
will be discontinued with March 31, 1919.

Inspection of Perishable Foods:

In Charge, J. Harold Hoover, Rooms 601-603  
Telephone Main 796

Federal Grain Supervision:

In Charge, Ed. Heiser, Room 403  
Telephone, Main 2234

Cotton Handling and Marketing Branch Office:

In Charge No assignment  
1008 Fall Building  
Telephone

MILWAUKEE, WISCONSIN

Federal Grain Supervision Branch Office:

In Charge, John H. Edwards  
513 Wells Building, 122 Wisconsin Street  
Telephone, Broadway 1100



MINNEAPOLIS, MINNESOTA

City Committee:

Chairman, R. C. Miller

Clerk,

Joint Office No. 1, Flour Exchange Building, Corner Third Street  
and Fourth Avenue, South

Operating Committee:

Chairman

Head Clerk

Federal Grain Supervision:

In Charge, R. C. Miller, Room 326

Telephone, Nicollet 2091; Automatic 36977

Hay and Feed Market Reporting Service:

In Charge, R. B. Smith, Room 320

Telephone, Nicollet 1060

Seed Reporting Service:

In Charge, W. O. Whitcomb, Room 320

Telephone, Nicollet 1060

Grain Standardization:

In Charge, Charles R. Haller, Room 400

Telephone,

Joint Office No. 2, Market State Bank Building, Second Avenue North  
and 7th Streets

Operating Committee:

Chairman, C. L. Pier

Head Clerk, J. J. McLane

Market News Service on Fruits and Vegetables:

In Charge, Benjamin Jelinek, Rooms 302-303

Telephone, Nicollet 4508; Cedar 794

Automatic 31185

Inspection of Perishable Foods:

In Charge, F. H. Hunter, Room 302

Telephone, Nicollet 4508

Market News Service on Dairy Products:

In Charge, C. L. Pier, Room 302

Telephone, Nicollet 4508; Cedar 794

Transportation Division:

In Charge, Walter H. Seidel, Room 302

Telephone, Nicollet 4508; Cedar 794

NASHVILLE, TENNESSEE

Federal Grain Supervision Branch Office:

In Charge, R. C. Mill

807 Independent Life Building, 5th Avenue and Church Street

Telephone, Main 2690

Stock Yards Supervision Branch Office:

In Charge, Henry W. Challis

809 Independent Life Building, 5th Avenue and Church Street

Telephone, Main 288

NATIONAL STOCK YARDS, ILLINOIS

(See St. Louis, Missouri)

NEW HAVEN, CONNECTICUT

City Marketing and Distribution Branch Office:

In Charge, Garrett M. Stack

Public Library

Telephone, Liberty 3203

(Mr. Stack at New Haven Tuesdays, Thursdays and Saturdays:

All mail should be sent to New Haven.)

NEW ORLEANS, LOUISIANA

City Committee:

Chairman,

Clerk,

Joint Office, Metropolitan Bank Building, Camp and Poydras Streets

Operating Committee:

Chairman,

Head Clerk,

Market News Service on Fruits and Vegetables:

In Charge, F. H. Lister, Rooms 314-315

Telephone 3178

Inspection of Perishable Foods:

In Charge, F. H. Lister, Rooms 314-315

Telephone 3178

Federal Grain Supervision:

In Charge, E. H. Linzee, Room 503

Telephone 3131

Grain Standardization:

In Charge, C. H. Bennett. Room 503

Telephone 3131

Cotton Futures Branch Office:

In Charge, F. W. Knight  
Room 307, Abraham Building  
Telephone, Main 551

NEW YORK, NEW YORK

City Committee:

Chairman, A. Dexter Gail, Jr.  
Clerk, P. L. Gray

Joint Office, Fruit Trade Building, 204 Franklin Street,  
Telephone, Franklin 2650

Operating Committee:

Chairman, A. Dexter Gail, Jr.

Head Clerk, P. L. Gray, Room 400

Market News Service on Fruits and Vegetables:

In Charge, A. Dexter Gail, Jr. Room 404

Inspection of Perishable Foods:

In Charge, E. L. Markell, Room 411

Market News Service on Live Stock and Meats:

In Charge, H. P. Morgan, Room 409

Stock Yards Supervision:

In Charge, H. D. Knoop, Room 417

Market News Service on Dairy Products:

In Charge, A. C. Dingwall, Room 409

Transportation Division:

In Charge, F. E. Matthews, Room 400

Federal Grain Supervision Branch Office:

In Charge, Laurel Duval  
Room 1607 Lord's Court, 27 William Street  
Telephone, Broad 4274

NORTH PORTLAND, OREGON  
(See Portland, Oregon)



OKLAHOMA CITY, OKLAHOMA

City Committee:

Chairman, Carroll F. de Scuchet

Clerk, Miss Miriam Mathews, 502 Patterson Building,  
Telephone, Walnut 2284

Market News Service on Fruits and Vegetables Branch Office:

In Charge, C. F. de Scuchet

1206-1207 Colcord Building

Telephone, Maple 3454

Inspection of Perishable Foods Branch Office.

In Charge, C. F. de Scuchet

1206-1207 Colcord Building

Telephone, Maple 3454

Note: The Oklahoma City branch offices of the two projects,  
Market News Service on Fruits and Vegetables and  
Inspection of Perishable Foods, will be discontinued  
with March 20, 1919.

Federal Grain Supervision Branch Office:

In Charge, Wayne D. Mathews

502 Patterson Building, 520 West Main Street

Telephone, Walnut 2284

OMAHA, NEBRASKA

City Committee:

Chairman, B. B. Jones

Clerk, Evelyn R. Walker, 457 Keeline Building

Telephone, Douglas 4400

Market News Service on Fruits and Vegetables Branch Office:

In Charge, B. B. Jones

457 Keeline Building, 17th and Harley Streets

Telephone, Douglas 4400

Inspection of Perishable Foods Branch Office:

In Charge, B. B. Jones

456 Keeline Building, 17th and Harley Streets

Telephone, Douglas 4400

Federal Grain Supervision Branch Office:

In Charge, Walter Fowler

738 Brandeis Building, 16th and Douglas Streets

Telephone, Tyler 2632

Market News Service on Live Stock and Meats Branch Office:

In Charge, E. H. Schroer  
318 Live Stock Exchange Building  
Telephone, South 4216

Stock Yards Supervision Branch Office:

In Charge, E. H. Schroer  
318 Live Stock Exchange Building,  
Telephone, South 4216

PEORIA, ILLINOIS

Federal Grain Supervision Branch Office:

In Charge, James A. LeRoy  
509 Lehmann Building  
Telephone, Main 6152

PHILADELPHIA, PENNSYLVANIA

City Committee:

Chairman, Edward M. Seifert, Jr.  
Clerk, Miss Mary E. Rieger, 308 Bourse Building,  
Telephone, Lombard 4574

Joint Office, Bourse Building, 4th and 5th between Ludlow and Ranstead

Operating Committee:

Chairman, Edward M. Seifert, Jr.

Head Clerk, Miss Mary E. Rieger, Room 308

Market News Service on Live Stock and Meats:

In Charge, John A. Burgess, Room 311; Telephone, Lombard 4573

Market News Service on Fruits and Vegetables:

In Charge, Edward M. Seifert, Jr., Room 308

Telephone, Lombard, 4574

Inspection of Perishable Foods:

In Charge, A. L. Williams, Room 308

Telephone, Lombard 4576

Market News Service on Dairy Products:

In Charge, Leon E. Gaylord, Room 312

Telephone, Lombard 4575

City Marketing and Distribution:

In Charge, Howard L. Russell, Room 316

Telephone, Lombard 4573

Federal Grain Supervision Branch Office:

In Charge, E. C. Noll  
578 Bourse Building, 4th and 5th between Ludlow and Ranstead  
Telephone, Lombard 4549

PITTSBURGH, PENNSYLVANIA

City Committee:

Chairman, F. G. Robb

Clerk, Miss Rose Andursky, 302 Kellerman Building.

Joint Office, Kellerman Building, 18th Street and Pennsylvania Avenue

Operating Committee:

Chairman, F. G. Robb

Head Clerk, Miss Rose Andursky, Room 302

Telephone, Grant 2576

Market News Service on Fruits and Vegetables:

In Charge, F. R. Keebler, Rooms 302-303

Telephone, Grant 2576

Inspection of Perishable Foods:

In Charge, F. G. Robb, Room 304

Telephone, Grant 6500

Market News Service on Live Stock and Meats Branch Office:

In Charge, C. H. Beauchamp

915 Bessemer Building

Telephone, Bell Court 1220

Stock Yards Supervision Branch Office:

In Charge, John D. Lewis

915 Bessemer Building

Telephone, Bell Court 1220

Federal Grain Supervision Branch Office:

In Charge, Wm. F. Shanahan

615-615 Wabash Building

Telephone, Bell Court 1049; P. & A. Main 844

PORTLAND, OREGON

City Committee:

Chairman, H. A. Martin

Clerk, Mrs. Gladys Baldwin, 519 Post Office  
Building, Telephone, Broadway 5582

Joint Office, 519 Post Office Building, Telephone, Broadway 5582

Operating Committee:

Chairman, H. A. Martin

Head Clerk, Mrs. Gladys Baldwin

Federal Grain Supervision:

In Charge, H. A. Martin

Grain Standardization:

In Charge, C. C. Ruth



Market News Service on Dairy Products Branch Office:

In Charge, L. M. Davis  
408-409 Oregon Building, 5th and Oak Streets  
Telephone, Broadway 2135

Market News Service on Fruits and Vegetables Branch Office:

In Charge, R. L. Ringer  
410 Oregon Building, 5th and Oak Streets  
Telephone, Broadway 2135

Inspection of Perishable Foods Branch Office:

In Charge, R. L. Ringer  
410 Oregon Building, 5th and Oak Streets  
Telephone, Broadway 2135

Market News Service on Live Stock and Meats Branch Office:

In Charge, C. E. Gibbons  
318 Live Stock Exchange Building, North Portland  
Mail: Box 36, North Portland  
Telephone, Woodlawn 2400

Stock Yards Supervision Branch Office:

In Charge, James Christensen  
318 Live Stock Exchange Building, North Portland  
Mail: Box 36, North Portland  
Telephone, Woodlawn 2400

PROVIDENCE, RHODE ISLAND

City Marketing and Distribution Branch Office:

In Charge, Harry F. Carney  
416 Federal Building, Exchange Place  
Telephone, Union 5920, Station 34

ST. JOSEPH, MISSOURI

Stock Yards Supervision Branch Office:

In Charge, Ben M. Bell  
410 Live Stock Exchange Building, South St. Joseph, Missouri  
Telephone, South 153

ST. LOUIS, MISSOURI

City Committee:

Chairman,  
Clerk, Elmer R. Jones, 413 Old Custom House

Joint Office, Old Custom House, Third and Olive Streets

Operating Committee:

Chairman, Fred T. Bryan  
Head Clerk, Elmer R. Jones, Room 413  
Telephone, Olive 1112

Market News Service on Fruits and Vegetables:

In Charge, Lorain H. Brown, Room 400;  
Telephone, Olive 4741

Inspection of Perishable Foods:

In Charge, Fred T. Bryan, Room 413  
Telephone, Olive 1112

Federal Grain Supervision Branch Office:

In Charge, Charles B. Barron  
817 Pierce Building, Fourth and Pine Streets  
Telephone, Olive 5350

Market News Service on Live Stock and Meats Branch Office:

In Charge, W. C. Ellis  
60-61 Exchange Building No. 2, East St. Louis, Illinois  
Telephone, Bell East 2660

Stock Yards Supervision Branch Office:

In Charge, W. C. Ellis  
60-61 Exchange Building No. 2, East St. Louis, Illinois  
Telephone, Bell East 2660

ST. PAUL, MINNESOTA

City Committee:

Chairman,  
Clerk,

City Marketing and Distribution Branch Office:

In Charge, Melvin A. Russell  
403 Baltimore Building, 154 East 7th Street  
Telephone, Northwestern, Cedar 6322

Market News Service on Live Stock and Meats Branch Office:

In Charge, Don J. Slater  
523 Live Stock Exchange Building, South St. Paul  
Telephone, Concord 565

Stock Yards Supervision Branch Office:

In Charge, Don J. Slater  
523 Live Stock Exchange Building, South St. Paul  
Telephone, Concord 565

SALT LAKE CITY, UTAH

Joint Office, Ness Building, 28 West Second South Street

Operating Committee:

Chairman, H. E. Waterbury

Head Clerk, Miss Vera White, Room 423

Telephone, Wasatch 3840

Market News Service on Live Stock and Meats:

In Charge, C. M. Pipkin, Room 424

Telephone, Wasatch 9052

Stock Yards Supervision:

In Charge, C. M. Pipkin, Room 424

Telephone, Wasatch 9052

Federal Grain Supervision:

In Charge, Walter J. Morgan, Room 423

Telephone, Wasatch 3840

Conservation of Food Products in Transit and Storage:

In Charge, H. E. Waterbury, Room 426

Telephone, Wasatch 9052

SAN FRANCISCO, CALIFORNIA

City Committee:

Chairman, S. H. Boddinhouse

Clerk,

Joint Office No. 1, Consular Building, 510 Battery Street

Operating Committee:

Chairman,

Head Clerk

Market News Service on Fruits and Vegetables:

In Charge, S. H. Boddinhouse, Rooms 315-323

Telephone, Sutter 1527

Inspection of Perishable Foods:

In Charge, S. H. Boddinhouse, Rooms 315-323

Telephone, Sutter 1527

Market News Service on Dairy Products:

In Charge, O. W. Holmes, Rooms 315-317

Telephone, Sutter 1527; 1528

Transportation Division:

In Charge, I. M. Randall, Room 317

Telephone, Sutter 1527



Joint Office No. 2, Palboa Building, 593 Market Street,  
Telephone, Sutter 1527

Operating Committee:

Chairman

Head Clerk

Seed Reporting Service:

In Charge, S. S. Lawrence, Room 607

Market News Service on Live Stock and Meats:

In Charge, E. E. Nicolls, Room 606

Federal Grain Supervision Branch Office:

In Charge, James F. McKenzie

1131 Merchants Exchange Building, 465 California Street

Telephone, Sutter 7456

Hay and Feed Market Reporting Service Branch Office:

In Charge, William C. Farrell

11216 Merchants Exchange Building

Telephone,

SEATTLE, WASHINGTON

Federal Grain Supervision Branch Office:

In Charge, B. W. Whitlock

2304 L. C. Smith Building

Telephone, Elliott 2379

SIoux CITY, IOWA

Stock Yards Supervision Branch Office:

In Charge, Albert L. Price

128 Live Stock Exchange Building

Telephone, Automatic 4025

SOUTH ST. JOSEPH, MISSOURI

(See St. Joseph)

SOUTH ST. PAUL, MINNESOTA

(See St. Paul)

SPOKANE, WASHINGTON

City Committee:

Chairman, George K. Landers  
Clerk, Mrs. Lola B. Gerry, 424 Post  
Office Building

Joint Office, Chamber of Commerce Building, Washington Street,  
Telephone, Main 4098

Operating Committee:

Chairman, Vernon P. Fawcett  
Head Clerk, Mrs. Lola B. Gerry

Federal Grain Supervision:

In Charge, George K. Landers, Room 516

Seed Reporting Service:

In Charge, Vernon P. Fawcett, Room 514

Hay and Feed Market Reporting Service

In Charge, Abraham Rickles, Room 512

Market News Service on Fruits and Vegetables Branch Office:

In Charge, William H. Wicks  
424 Post Office Building  
Telephone, Main 4998

Inspection of Perishable Foods Branch Office:

In Charge, William H. Wicks  
424 Post Office Building  
Telephone, Main 4998

SPRINGFIELD, MASSACHUSETTS

City Marketing and Distribution Branch Office:

In Charge, George W. Porter  
Room 209 - 244 Main Street  
Telephone, Walnut 1146

TOLEDO, OHIO

Federal Grain Supervision Branch Office:

In Charge, C. L. Cannon  
Room 2009 - Second National Bank Building  
Telephone, Main 1909

WASHINGTON, D. C.

Market News Service on Live Stock and Meats Branch Office:

In Charge, E. V. Baker  
Room 213, 503 Seventh Street, N. W.  
Telephone, Main 4650 - Branch 319

Inspection of Perishable Foods Branch Office:

In Charge, H. E. Kramer  
Room 608, 1358 B Street, S. W.  
Telephone, Main 4650 - Branch 210

City Marketing and Distribution Branch Office:

In Charge, Dana O. Merrill  
Room 508, 1358 B Street, S. W.  
Telephone, Main 4650 - Branch 318

WATERBURY, CONNECTICUT

City Marketing and Distribution Branch Office:

In Charge, Harold S. Schwenk  
Care Farm Bureau, City Hall  
Telephone, 3360

(Mr. Schwenk at Waterbury Tuesdays, Thursdays and Saturdays:  
All mail should be sent to Hartford address)

WICHITA, KANSAS

Federal Grain Supervision Branch Office:

In Charge, Robert D. Jarboe  
313 Sedgwick Building  
Telephone, Market 3503

WORCESTER, MASSACHUSETTS

City Marketing and Distribution Branch Office:

In Charge, George W. Porter  
Farm Bureau, 11 Foster Street  
Telephone, Park 4328

(Mr. Porter at Worcester, Tuesdays and Thursdays;  
All mail should be sent to Springfield address)

YAKIMA, WASHINGTON

Conservation of Food Products in Transit and Storage Branch Office:

In Charge, F. W. Allen  
624 Miller Building  
Telephone, 643



STATE COOPERATION IN MARKETING

Arkansas:

John H. Tull,  
Field Agent in Marketing,  
318 Southern Trust Building,  
Little Rock, Arkansas.

Colorado:

Stuart L. Sweet,  
Field Agent in Marketing,  
Room 305 Custom House,  
Denver, Colorado.

Edwin L. Sewell,  
Collaborator,  
Room 26 Custom House,  
Denver, Colorado.

Connecticut:

Guy C. Smith,  
Field Agent in Marketing,  
Connecticut Agricultural College,  
Storrs, Connecticut.

H. Bruce Price,  
Agent in City Marketing,  
Storrs, Connecticut.

Georgia:

M. C. Gay,  
Assistant in Marketing Investigations,  
319 Connally Building,  
Atlanta, Georgia.

Indiana:

J. R. Cavanagh,  
Field Agent in Marketing,  
Purdue University,  
West LaFayette, Indiana.

Iowa:

L. G. Foster,  
Field Agent in Marketing,  
Iowa State College of Agriculture,  
Ames, Iowa.

C. M. Beem,  
Agent in Marketing Work,  
Iowa State College of Agriculture,  
Ames, Iowa.

Michigan:

Hale Tennant,  
Field Agent in Marketing,  
Michigan Agricultural College,  
East Lansing, Michigan.

George C. Raviler,  
Field Agent in Organization,  
East Lansing, Michigan.

Minnesota:

John D. Black,  
Field Agent in Marketing,  
University of Minnesota,  
St. Paul, Minnesota.

Frank Robotka,  
Field Agent in Market Business Practice,  
College of Agriculture, University of  
Minnesota,  
University Farm, St. Paul, Minnesota.

Benjamin Cole,  
Field Agent in Live Stock Marketing,  
College of Agriculture, University of  
Minnesota,  
University Farm, St. Paul, Minnesota.

Mississippi:

John F. McKay,  
Field Agent in Truck Crop Marketing,  
Mississippi Agricultural and Mechanical  
College,  
Agricultural College, Mississippi.

Thomas M. Patterson,  
Field Agent in Live Stock Marketing,  
Mississippi Agricultural and Mechanical  
College,  
Agricultural College, Mississippi.

Montana:

W. L. Beers,  
Field Agent in Marketing,  
Montana State College of Agriculture and  
Mechanic Arts,  
Bozeman, Montana.

Nebraska:

H. C. Filley,  
Field Agent in Marketing,  
College of Agriculture, University of  
Nebraska,  
Lincoln, Nebraska

Merle E. Wade,  
Agent in Marketing Work,  
University of Nebraska,  
Lincoln, Nebraska

New Mexico:

C. A. McNabb,  
Field Agent in Marketing,  
New Mexico College of Agriculture  
and Mechanic Arts,  
State College, New Mexico.

North Carolina:

W. R. Camp,  
Field Agent in Marketing,  
North Carolina State College of  
Agriculture and Engineering,  
West Raleigh, North Carolina.

Chas. S. Jones,  
Agent in Marketing Live Stock and Corn,  
North Carolina State College of  
Agriculture and Engineering,  
West Raleigh, North Carolina.

O. J. McConnell,  
Assistant in Cotton Grading,  
North Carolina State College of  
Agriculture and Engineering,  
West Raleigh, North Carolina.

Ohio:

V. H. Davis,  
Field Agent in Marketing,  
Capitol,  
Columbus, Ohio.

W. F. Roskar,  
Agent in Marketing Work,  
Capitol,  
Columbus, Ohio.

Otto F. Wilkinson,  
Field Agent in Organization,  
Capitol,  
Columbus, Ohio.

Oregon:

Hector Macpherson,  
Field Agent in Marketing,  
Oregon Agricultural College,  
Corvallis, Oregon.

Eric Englund,  
Field Agent in Dairy Marketing,  
Oregon Agricultural College,  
Corvallis, Oregon.



Tennessee:

C. E. Brehm,  
Field Agent in Marketing,  
College of Agriculture, University  
of Tennessee,  
Knoxville, Tennessee.

Vermont:

M. E. Tolstrup,  
Field Agent in Marketing,  
State House,  
Montpelier, Vermont.

Virginia:

J. Frank Fooshe,  
Field Agent in Marketing,  
Division of Markets,  
Richmond, Virginia.

Daniel B. Owens,  
Agent in Marketing Work,  
Division of Markets,  
Richmond, Virginia.

Washington:

Asher Hobson,  
Field Agent in Marketing,  
State College of Washington,  
Pullman, Washington.

James L. Dumas,  
Extension Agent in Marketing,  
State College of Washington,  
Pullman, Washington.

Joseph Passonneau,  
Agent in Marketing Work,  
State College of Washington  
Pullman, Washington.

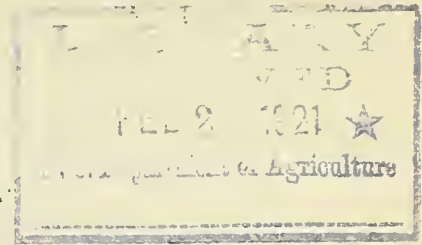
*Charles J. Brand*

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR NO. 17.

March 13, 1919.

1. THE OUTLOOK FOR 1920.

During the current fiscal year, by far the larger part of the work of the Bureau of Markets is financed from two principal appropriations, one, the regular annual act making appropriations for the Department of Agriculture, and the other the Stimulating Act providing for the national security and defense by stimulating agriculture and facilitating the distribution of farm products. The funds provided for the Bureau of Markets by the regular bill amount to \$2,023,255, and by the "Stimulating" appropriation to \$1,955,608. This, with other appropriations on emergency acts brings the total for emergency funds up to \$2,289,608, considerably more than half the available funds. The Stimulating bill was not renewed for the fiscal year 1920. The estimates for the Department of Agriculture, as submitted to the House Committee on Agriculture, included a provision for the transfer from the Stimulating bill to the regular annual appropriation act for the Department of Agriculture of \$752,960, chiefly for the continuation of the market news services on fruits and vegetables, and live stock and meats, in their expanded form, and the services on dairy and poultry products, hay, feed and grain and the Seed Reporting Service and City Market Service. The bill with various changes and modifications was reported by the House Committee, passed by the House, and finally reported by the Senate Committee with a total of \$2,688,865. If this bill had passed in the form in which it was reported by the Senate Committee, the Bureau of Markets would have had altogether \$1,623,998 less for the coming than for the current fiscal year. This would have rendered it necessary to make radical reductions in certain lines of our work some time before July 1, 1919. These reductions would have been especially noticeable in the News Services on Fruits and Vegetables, and Live Stock and Meats, in the Food Survey work and the work relating to conservation of fruits and vegetables in transit and storage, and in the City Market News Service.

However, owing to the fact that this was a short session of Congress, ended by law at noon upon March 4, and because of the congestion of important legislative matters before Congress, the appropriation for the Department of Agriculture did not pass. Nothing is known and no estimates or forecasts can be made as to the probable action of Congress in regard to making necessary provision for the work during the fiscal year 1920. There are, however, four apparent possibilities:

1. An extra session might be called in time to pass the bill before July 1, and the bill might be passed in substantially the same form in which it stood when Congress was adjourned upon March 4. If this is done, it will be necessary to make large reductions in the forces of two of the



news service projects and in the field force of the project for conservation of fruits and vegetables in transit and storage, and to discontinue the City Market Reporting Service and the Food Survey work entirely. Other projects also would be obliged to make some curtailments.

2. A special session of Congress, if called before July 1, might require a new set of estimates for the Agricultural appropriation bill and expedite matters sufficiently to pass it before July 1. It is not thought probable that this would be done, but it is possible. In such an event nothing is known as to the final form in which the bill would pass, nor as to the amount of money which it would provide for the Bureau of Markets.

3. A special session of Congress might be called later and in time only to pass a continuing resolution. This continuing resolution might extend for a month, or month by month for two months or more, both the funds of the Stimulating bill and of the regular bill as they stand for the current fiscal year. This would permit the Bureau to continue all of the work under way at the present time upon the same scale, except such as already had been discontinued. At the end of this period, final adjustment would have to be made when the regular bill passed upon the basis of either the first or second contingencies described above.

4. A special session of Congress might pass a continuing resolution for the regular Agricultural appropriation bill, extending upon its present basis the work now conducted under the provisions of that bill, without making any provision for the work now financed from the Stimulating bill. In this event the work financed through the Stimulating bill would have to be discontinued immediately. If this is done it might be succeeded by either of the following permanent arrangements:

a. When the bill is finally passed, it might provide for some of the work now supported by funds from the Stimulating bill, in which event the work would be resumed to the extent for which provision was made, branch offices reopened, employees reinstated or returned from furlough, etc., or,

b. The bill as finally passed might not cover any of the work now financed by the Stimulating appropriation, and the discontinuance of certain lines of the work which might have been made upon a temporary basis, pending final passage of the bill, would have to be made permanent.

This information is given in order to enable the officers of the Bureau to make the best plans for the future of the Bureau possible under the circumstances, and to enable employees who may be affected to make any necessary arrangements in regard to securing positions elsewhere. The various projects and divisions will issue to their employees supplemental and more specific information in regard to the prospects of continuing various parts of each of their respective lines of work. Every effort will be made to give each individual who would in such event be dismissed as much notice as possible, and it is expected that, on the other hand, employees



expecting to resign will extend a similar courtesy to the Bureau.

## 2. DISCONTINUANCE OF BRANCH OFFICES.

The attention of all projects is called to the fact that all leases covering space occupied by the Bureau contain a clause requiring us to notify the lessors in advance of the time we vacate. Notice of our intention to vacate premises and terminate leases must be given from thirty to ninety days in advance. Under the circumstances, therefore, it is necessary that the Branch of Operation be notified as far in advance as possible of the intention of any project to vacate leased space. Unless this is done, it means a waste of money by reason of our having to pay rental for quarters which are of no value to us.

## 3. USE OF THE DICTAPHONE.

There are now in the Washington offices and in some of the branch offices dictaphones and dictaphone operators which are being used regularly for the taking and transcribing of dictation. There are certain more or less deterrent factors which must be considered carefully in attempting to use the dictaphone, and these factors must be given serious consideration in changing from the use of stenographers to the dictaphone. One of these is the difficulty in securing or training dictaphone operators. It may be said however, that in Washington it is believed that we will be able to secure or train operators as rapidly as the increase in the use of the dictaphone may demand. In branch offices, it is felt that this need generally may be met by requiring stenographers at present in the service to accustom themselves to transcribing from the dictaphone, and by attempting, when possible, in making new appointments, to secure stenographers who have had some experience in dictaphone work. Also, it undoubtedly requires some effort for persons unaccustomed to dictating to this instrument to train themselves to its effective use. However, there are so many advantages in the operation of the dictaphone that it is requested that all dictators give the matter serious consideration with a view to using it regularly unless there exists some serious obstacle in any individual case. Some of the more important advantages involved may be described as follows:

The operator may be engaged steadily in transcribing without any loss of time in taking dictation. This results, as experience in this Bureau has shown, in practically doubling the output of the operator, and in itself constitutes a great increase in efficiency and effects a very considerable saving.

Another point is that in dictating, interruptions to the dictator, involving a costly loss of time on the part of a stenographer, cause no waste of time or money when dictation is given to the dictaphone.

A third point is that the dictaphone is always available for intermittent dictation, which may be continued until the cylinder is filled. When it is not desired to delay the transcription until a

cylinder has been completed, the low first cost of the cylinder and the number of times it may be used make it permissible to have even only a part of a cylinder transcribed.

A fourth point is that a dictator can work at any time, nights, holidays or Sundays, when he may have occasion to do so, without requiring a stenographer to work overtime and without experiencing any of the difficulties which sometimes are met in securing the services of a stenographer outside of regular hours.

The necessity for economy in every direction in the work of this Bureau, whereby we may operate efficiently at a minimum expense, and the considerable saving effected by the use of the dictaphone make it worth while for dictators to make every reasonable effort to accustom themselves to the use of this device, which when thoroughly mastered is in many ways more convenient and, as shown above, certainly more economical than the services of stenographers. It might not be advisable for a large number of dictators in this Bureau to invest in the necessary equipment before they had become accustomed to its use and before they were satisfied that they could use it effectively. Arrangements can be made in the Washington offices for trying it out thoroughly, possibly by intra-bureau loans of machines temporarily not needed, or by the purchase of only one additional machine until it is known how many will be required for permanent use. Branch offices may be able to get machines on trial from dealers. Of course, we must proceed with care in replacing stenographers with dictaphone operators and it would not be safe to engage the services of any considerable number of additional operators until we were assured that there would be steady and continued demand for their services. The head stenographer and the Administrative Assistant in Charge of Operation should be consulted by anyone in Washington interested in giving this method a trial.

Persons learning to dictate to the dictaphone should cooperate with the transcribers in an effort to eliminate faults of dictation. The following suggestions might be considered in this connection:

There is a tendency when dictating to let the voice fall at times, making certain words very indistinct. The dictator should speak clearly and distinctly at all times.

Whenever initials are given in a letter, unless given in the correspondence so that the operator can confirm them, they should be written out on the dictaphone slip, as it sometimes is impossible to tell one letter from another when dictated.

Wherever possible, correspondence should be sent with the cylinder. If there is no correspondence, any proper names or addresses should be written out on the slip.

All corrections should be marked on the slip at the point on the scale corresponding to the point at which the correction was made on the machine scale.



When extra carbons to any letters are desired that fact should be marked on the slip opposite the space at which the letter is dictated, or should be dictated before anything else, even the name and address of the person or firm addressed.

The length of each letter should be indicated on the left-hand side of the scale in order that the operator may know approximately the length of the letter and be able to determine whether short or long paper should be used.

When dictating more than one cylinder to be transcribed at the same time, the slip for each should be numbered in order, with the initials of the dictator on each. When a letter is continued from one cylinder to another, it should be so indicated on the bottom of the slip in order to avoid confusion in transcribing.

If a letter is to be for the Secretary's signature that fact should be either marked on the slip or dictated at the beginning of the letter, in order that proper letterheads may be used.

In so far as possible, the dictator should indicate paragraphs, as it is difficult to paragraph as taken from the cylinder without listening ahead through the whole letter before writing. Likewise, punctuation should be indicated.

The various points to be remembered can be learned without a great deal of difficulty, and by practice the operation can be made almost perfectly automatic.

#### 4. DAYLIGHT SAVING LAW.

In accordance with the provisions of the so-called Daylight Saving law, approved March 19, 1918, standard time will be advanced one hour at 2 o'clock a.m. on Sunday, March 30, 1919.

Accordingly, employees should advance their timepieces one hour and report for duty from March 30, 1919, to October 26, 1919, at the regular hour BY THE CLOCK, as advanced.

So far as official hours are concerned, the Daylight Saving law makes no change. In order that confusion may be avoided in the news service and other work conducted by this Bureau, it is important that the attention of all employees be called to this matter.

#### 5. ASSIGNMENT OF CORONA TYPEWRITERS.

The records of the Bureau indicate that 44 Corona typewriters have been issued to various officers and employees of the Bureau at different times within the past three years, none of which have been returned. Some were issued to officers now out of the service. It is directed that each person having one of these typewriters in his charge examine it at once, report its serial number to the property clerk, and return it immediately



to the stock room of the Bureau to be held in stock and issued for use as needed, or prepare a statement explaining fully the necessity for retaining it for the present. The serial number will be found on the under side of the frame. In exceptional and unusual cases, where it is shown clearly that the typewriter is used for practically continuous work, it will be transferred to and charged against the inventory of the division to which it has been loaned. The division then will hold it in stock and issue it as necessary to its employees.

A dislike for returning Corona typewriters to the property clerk between field trips will not be regarded as sufficient justification for retaining them indefinitely.

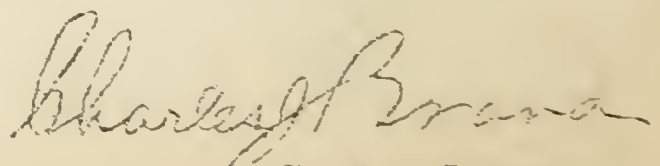
6. INTRA-BUREAU COMMUNICATIONS TO PASS THROUGH REVIEWING SECTION.

Up to the present time, our practice has been to visse all communications addressed to persons outside of the Bureau of Markets in Washington, including communications to our own branch offices. We have not, however, visseed letters, memoranda and other communications between officers or employees in the Bureau in Washington. Consequently, such communications have not passed through the reviewing room at all. This practice, however, prevents the reviewing clerks from having any opportunity of making a record of communications of this sort, which should be included in the Weekly Report of the Reviewing Section. Hereafter, the Section of Mails and Files will assemble all carbons of such communications and send them to the reviewing room to be noted by the reviewing clerk so that the proper records may be made. These carbons then will be stamped "Checked by \_\_\_" with the initials of the examiner and returned to the Section of Mails and Files for filing.

7. DROPPING FROM MAILING LISTS NAMES OF BUREAU EMPLOYEES WHO HAVE LEFT THE SERVICE.

Various officers and employees of the Bureau are upon our mailing lists to receive regularly certain of the periodical and serial publications of the Department and of the Bureau. There exists at present no regular routine for dropping from the list the names of employees who have left the service. Hereafter when such publications are received in any of the offices addressed to any employee who has been separated from the service, the periodical or publication received should be returned promptly to the Addressing and Duplicating Section with information that the employee is out of the service and that the name should be dropped from the list.

It also is directed that mailing lists consisting entirely of the names of Bureau employees or containing a considerable percentage of them be run off on a tape semi-annually and transmitted to the Personnel Section for checking.

  
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR NO. 18.

March 31, 1919.

1. INSPECTION SERVICE ON BUTTER TO BE ESTABLISHED.

The Market Inspection of Perishable Foods, under the general leadership of Mr. W. M. Scott, will be extended to butter, and plans for the conduct of this service have been practically completed. Mr. R. C. Potts will be directly in charge, and Mr. C. W. Fryhofer recently has been appointed Supervisory Inspector of Dairy Products. The plans include the appointment of dairy products inspectors who will receive several weeks' instruction and training in the inspection of creamery butter under the direction of Mr. Fryhofer. A tentative draft of official rules for the inspection of creamery butter has been prepared and will be issued in the near future. These rules define various classes and grades of butter and will be used by the inspectors in making inspections.

It is expected that beginning April 1 or shortly thereafter, an inspection service will be available in the cities of Boston, New York, Philadelphia, Chicago, and Minneapolis. This service will be conducted on essentially the same basis as the Fruit and Vegetable Inspection Service, the inspections being made upon the request of applicants and fees being charged for certificates issued.

Further information in regard to the inspection service on butter and dairy products will be issued after the announcement of the rules of inspection for creamery butter have been formally adopted and are ready for publication.

2. INFORMATION FOR BRANCH OFFICE ACCOUNTS TO BE SUPPLIED FROM WASHINGTON.

The last paragraph on page 9 of Field Station Memorandum No. 14 makes provision for supplying each branch office with information as to the cost of supplies and materials furnished from Washington, the amounts of all other items which do not originate in the branch office, the amounts of suspensions, disallowances, etc. It was the intention, when the memorandum was issued, that such expenses as could not be determined otherwise by the branch offices would be itemized in statements furnished them by the Washington offices of the projects concerned in each case. From inquiries received from time to time, it is evident that many of the branch offices are not supplied with this information. The head clerk in the Washington office of each project should see that each of his branch offices is properly advised in regard to such matters and that such figures are sent out as soon after the close of every month as practicable.



### 3. GENERAL SCHEDULE OF SUPPLIES

For the information and guidance of representatives of the Bureau of Markets outside of Washington in securing supplies and equipment, a copy of the General Schedule of Supplies, issued by the General Supply Committee in Washington, which lists and gives prices of all articles and supplies for which contracts have been made for the Departmental service, is being sent to all branch offices. Practically all the purchases of supplies, furniture and other equipment for the use of the Departments in Washington are made in accordance with the specifications and prices given in this schedule. In fact, in Washington it is required that purchases be made from contract for any article which is on contract that will serve the purpose, since open market purchases are not permitted if supplies or equipment of the nature desired are under contract.

The schedule is sent mainly as a matter of information and for the guidance of branch offices when supplies or equipment are to be secured. In using this book and comparing prices named therein with local prices, consideration should be given to the following points:

1. These are contract prices, based on the probability of a very large total of sales.

2. In many cases, transportation charges from the factory or from Washington to the branch office must be added to these contract prices to make an exact comparison with local prices possible.

3. In cases where the need for equipment or supplies could not be foreseen in advance, delivery from local dealers, of course, generally can be secured more promptly than by ordering contract supplies through Washington from a distance.

As against these points, however, it should be remembered that, as a rule, all needs for supplies, equipment, office furniture, etc., can be anticipated sufficiently in advance to permit ordering through Washington or f.o.b. factory, and that even contract prices include some profit to the dealer.

It is thought that the possession of this Schedule of Supplies will afford a guide in determining what is a fair price when it is necessary to make local purchases of any of the articles listed therein.

### 4. PROMPT REPORTS REQUIRED WHEN EMPLOYEES ARE UNEXPECTEDLY ABSENT FROM DUTY

Hereafter when employees are absent from duty without previously securing leave of absence, they must inform their immediate superiors at once as to the cause of absence and its probable or possible duration. In case of illness when an employee is too ill to go to the telephone,



some other person should be requested to get the necessary message to the employee's office by telephone or otherwise. In case of unexpected absence where no explanation is received in the immediate office or by the direct superior of the employee by 1.00 p.m. of the first day of absence, the employee's name should be suspended from the payroll immediately until the matter is adjusted. In Washington this will be done by dispatching Form BM-25 at once to the payroll clerk of the Bureau. In branch offices the project representative in charge, or the chairman of the operating committee in the joint branch office, will take such action as may be necessary to insure immediate suspension from the payroll to continue until the absence has been satisfactorily explained and covered by proper entries on the leave record.

5. RELATIVE COST OF COPYING BY PHOTOSTATING, TYPEWRITING AND MIMEOGRAPHING

The tables given below show the cost for copying (double space and single space) by photostating, typewriting and mimeographing for various numbers of copies from 1 up to 40. It is thought that these tables may be useful at times in determining whether to use the mimeograph, photostat or typewriter. It should be borne in mind, however, that these figures are not and can not be absolutely accurate. They are based on records accurately kept and carefully interpreted in the Washington office and are correct for the time, the prices, the salaries, the degree of efficiency, and the other conditions which they represent. Prices of material, of course, vary from time to time, as do salaries and the speed and efficiency of typists and mimeograph and photostat operators. The figures may be considered as only approximate, but sufficient, perhaps, to use as a basis for determining which kind of apparatus to use.

	<u>Double space</u>										
Number of copies	1	2	3	4	5	6	20	25	30	35	40
Photostat, cost	.06	.12	.18	.24	.30	.36	1.20	1.50	1.80	2.10	2.40
Typewriter, cost	.07	.07	.07	.08	.08	.14	.30	.37	.44	.52	.60
Mimeograph, cost	.42	.42	.42	.42	.42	.42	.43	.44	.44	.45	.45

	<u>Single Space</u>											
Number of copies	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>15</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>	<u>40</u>
Photostat, cost	.06	.12	.18	.24	.30	.36	.90	1.20	1.50	1.80	2.10	2.40
Typewriter, cost	.14	.14	.14	.14	.14	.28	.42	.55	.68	.83	.96	1.10
Mimeograph, cost	.49	.49	.49	.49	.49	.49	.50	.51	.52	.52	.53	.53

6. REQUISITIONS AND VOUCHERS COVERING BRANCH OFFICE PURCHASES OR EXPENDITURES

The attention of all branch offices is called to Information Circular No. 12, Item No. 16.

It will greatly facilitate the handling of requisitions and vouchers if branch offices will attach to Form 5 vouchers and also to Form EM-40 a copy of the letter or telegram authorizing the local purchase of supplies or material.

7. KEEPING OF RECORD-OF-COST ACCOUNTS TO BE TRANSFERRED TO WASHINGTON

With the beginning of the new fiscal year upon July 1, 1919, the keeping of the branch office record-of-cost accounts will be transferred from the respective branch offices to the Section of Supplies and Accounts in the Bureau at Washington. This will include all project branch accounts, whether the project branch constitutes a separate branch office or whether it is included in a joint or combined branch office. In the former case, the project branch account will constitute the branch office account. In the case of joint offices and combined offices, a summary of the combined accounts of all of the project branches contained in each joint or combined branch office will constitute the branch office account.

This does not include the joint operation accounts kept in joint offices. These will be kept in the branch offices hereafter as a permanent proposition and it is suggested that branch offices also keep accounts, for their own information, of letters of authorization which have been issued to officers stationed in the respective branch offices.

It is urged that the accounts for the current year be maintained throughout the year in the best possible condition, since no such accounts for this year are being kept in Washington and those maintained in the field will afford the only basis for determining the cost of operating our various branch offices and project branches.

At the same time, i.e., upon July 1, 1919, the keeping of the motor vehicle expense accounts will be transferred to the Section of Supplies and Accounts in Washington. After that time the branch offices operating motor vehicles need not render the monthly statements of expenses which are required at present.

8. VOUCHERS SHOULD NOT BE RENDERED IN ADVANCE OF COMPLETION OF DELIVERY OR END OF TERM OF SERVICE.

In checking up on Form 5 vouchers remaining on hand and unpaid, it has come to attention that a considerable number have to be held until the final date of delivery shown on the face of the voucher or until the completion of some term of service. Subscriptions to periodicals are considered filled when the first number has been received. For all other kinds of service and supplies, the voucher cannot be passed for payment



until the completion of the term of service or the actual delivery of all supplies listed. It is useless, therefore, to submit vouchers until the date of delivery or service has been reached.

9. BRANCH OFFICE REQUISITIONS.

Several of the joint branch offices have recently called attention to the fact that frequently articles called for on requisitions are not furnished and no explanation given. As it seems to be the policy of all projects to furnish this information the failure to do so is evidently an oversight. In order that branch offices may know the reason for the failure to receive all articles called for on requisition and be in position to act accordingly, it is requested that all project leaders issue such instructions as will insure this information being furnished promptly. When articles are not furnished because they are out of stock, or not otherwise obtainable at the time, if it is possible to do so the branch office should be advised as to the probable date when the articles may be obtained. In cases where B.M. 39 does not give the information wanted, branch offices should write the Washington office of the project which issued the B.M. 39.

10. MEETINGS IN BRANCH OFFICES ADDRESSED ON SUBJECTS  
RELATED TO MARKETING.

A letter received from Mr. A. Dexter Gail, Jr., chairman of the Operating Committee in the New York joint office, dated March 18, 1919, is quoted herewith in full. It is believed that discussions and addresses of this kind by trade experts and others might be encouraged in other branch offices with equally good results:

"Since I wrote you on January tenth we have held a number of meetings in which speakers on topics of interest took part, both employees of the Bureau and outsiders. As you suggest in your letter of January thirteenth, I am reporting to you the results.

"We have had little difficulty in locating speakers through the personal and business connections of the project representatives and have had in one or two instances men who were able to make their subjects of surpassing interest. The enthusiastic applause that greeted the peroration of a recent speaker on cold storage was hardly in accord with his subject, although entirely so with his manner of treating it, and was a tribute not only to the speaker's knowledge and ability but to the intelligent interest of the audience. The interested attention of the employees is the strongest possible testimonial that they are learning and, since most of the talks are on subjects more or less connected with our work, there is a consequent stimulation of interest in that work. Furthermore, more intelligent work must result from the more coherent idea of the organization and its aims and methods. The aroused and broadened interests consequent on this addition to our



meetings must also prove of benefit; and I think I may say that opinion here is unanimous that this feature is one of the most valuable."

11. PREFERENCE TO BE GIVEN DISCHARGED SOLDIERS:

Recent legislation enacted by Congress is to the effect that hereafter in making appointments to clerical and other positions, in the Government service, preference shall be given to honorably discharged soldiers, sailors and marines, and the widows of such, if they are qualified to hold such positions.

12. REEMPLOYMENT OF PERSONS SEPARATED FROM THE SERVICE BECAUSE OF REDUCTION IN FORCE.

The Office of the Secretary has directed that the circular of the U. S. Civil Service Commission, with respect to the Executive Order of November 29, 1918, in regard to the subject above, be brought to the attention of all employees of the Department:

"Information with Respect to the Executive Order of  
November 29, 1918.

"The Executive Order is as follows:

"The names of persons in the competitive classified service with unrestricted status who were appointed, either permanently or probationally prior to the date hereof, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibility thereon to continue for one year from date of separation.

"Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibility thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the apportioned service shall be made without regard to the apportionment.

"The Departments in making requisition on the Commission for certifications of eligibles shall state whether they prefer certification to be made from a reemployment register or from a regular register of the Commission.

"It is desirable that the Departments in making requisitions request certification from the reemployment registers so far as practicable, having in view the efficient performance of Government work."

"The following paragraphs are explanatory of the order:

"1. The order applies only to persons who were appointed through open competitive examination from certificates issued for probational appointment. It does not apply to those appointed through noncompetitive examination under section 10 of Rule II, the Executive Order of March 26, 1917, or other exceptions from open competitive examination.

"2. It applies only to those dropped from the service by reduction of force and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which separated.

"3. The names of those found eligible will be reentered upon registers corresponding to those from which they were appointed in accordance with their examination ratings. These registers will be separate and apart from the registers from current examinations. Certification will be made from the head of these registers, three names being certified for each vacancy. The appointing officer may select any one of the three eligibles for filling a vacancy.

"4. The order applies to the field services outside of Washington as well as to the service at Washington, and the district secretaries of the Civil Service Commission will also establish reemployment registers. Eligibility may be transferred from the Washington registers to corresponding registers for the field service. Many registers are maintained only in Washington and there are no corresponding field registers.

"5. Those separated from the apportioned service at Washington will be entered upon registers for the apportioned service in the order of their ratings and will be certified irrespective of State residence, but only those who meet all the requirements for original appointment in the apportioned service will be eligible.

"6. The Executive Order suggests to the Departments the use of these registers in preference to registers from current examinations as a matter of public policy and in recognition of the fact that many of the persons the order is intended to favor accepted appointment at some personal sacrifice.

"7. It is probable that only a small part of the force separated by reduction will be needed when the service is reduced to a peace-time basis. Therefore, there will probably be opportunity for appointment from the reemployment registers only for those whose examination ratings are high.

"8. Eligibility on the reemployment registers will not preclude persons who have served six months and received absolute appointment from being transferred from the departmental to the field service, from the field service to the departmental service, or within the field services under section 8 of Civil Service Rule X. Transfer is not secured through request of the individual upon the Commission but by his application to the office in which he desires employment.



"9. A provision of law prohibits transfer of an employee from one department or independent establishment to another such department or establishment at Washington until after such person has served for a term of three years. A similar provision of the civil service rules applying to other transfers to or from a field service may be waived by the Commission when presented by an appointing officer giving reasons satisfactory to the Commission.

"By direction of the Commission:

John A. McIlhenny,  
President."

The attention of branch offices is directed especially to Section 4 of the above circular. Blank forms for use in making application for reemployment on the part of any who may be separated from the Bureau service on account of a reduction in force may be secured from the Personnel Section upon request.

#### 13. USE OF DICTATING MACHINES.

In item 3 of Information Circular No. 17, through inadvertence a specific trade name was used instead of a general term as was intended. The Dictaphone is not the only dictating machine on the market and it is not known, nor is there any special belief in the Bureau of Markets, that it is better than other dictating machines. The more general term of "dictating machine" should have been used throughout item 3 of Information Circular No. 17.

In this connection, it may be noted that the U. S. Civil Service Commission fell into an error of the same kind in announcing an examination for Dictaphone Operators. On all announcements not already sent out the Commission is changing this title to that of "Dictating Machine Transcriber".

#### 14. INFORMAL BIDS.

When it is desired to make a purchase in the open market, and the amount involved is over \$50, the Fiscal Regulations of the Department, paragraph 30, require that formal proposals be sent to three or more dealers. The proper procedure is for the project involved to address a memorandum to the Property Clerk of the Bureau giving complete specifications of the equipment desired, and the names and addresses of three or more firms to which invitation to submit bids should be sent. The memorandum should indicate briefly but clearly the purpose for which the article is desired, why it is needed, and the estimated cost. Branch offices should furnish this information to their project offices in Washington. The Property Clerk will draw the specifications in the form



required by the Department and will prepare a memorandum transmitting them to the Chairman, Board of Awards, over the signature of the Administrative Assistant in Charge of Operation. After the invitation to submit bids have been sent out by the Board of Awards, the proposals received in reply and opened by the Board, the Bureau is given an opportunity to state whether there is any reason why the lowest bid should not be accepted. From this point on, the provisions of Bureau Memorandum 146 should be followed.

When bids are secured on the plan outlined above, confusion is avoided and there is less chance of difficulties arising later. Bids secured in the form of letters, telephone conversations confirmed by letters, etc., frequently cause complicated situations, due to differences of subject matter, etc., all of which results in delay in securing the articles needed. Except where time actually will not permit, the invitations to bid should go out through the Board of Awards. Where an emergency demands otherwise, it will pay to exercise the greatest care to see that the bids as submitted show clearly the exact specifications bid upon, and approval of bids will be expedited by having specifications bid upon identical in all important details.

15. REPORTS OF REVIEWING SECTION FOR WEEKS ENDING MARCH 8, MARCH 15, AND MARCH 22.

The reports of the Reviewing Section for the weeks ending March 8, March 15 and March 22 show that during that three weeks' period a total of 3862 letters were dictated to pool stenographers, as against 2330 to divisional stenographers. This is considerable improvement over the record for the preceding three weeks which shows totals of 2852 dictated to pool stenographers as against 3594 to divisional stenographers. The report for the week ending March 22, 1531 letters to pool stenographers and 648 to divisional stenographers, indicates that many dictators are making a real effort to organize their desk work so as to utilize pool stenographers to greatest advantage. There still is much to be accomplished in this matter, however, as the policy of the Bureau is to make the use of the pool universal and complete, leaving provision for the use of divisional stenographers for actual emergencies only, such as cannot be met by the Stenographic Section. The report for the three weeks referred to, by sections, follows:

Letters Dictated to Stenographers  
- Week Ending -

Project	March 8		March 15		March 22	
	Pool	Divisional	Pool	Divisional	Pool	Divisional
Market Surveys	193	20	200	21	219	38
Live Stock and Meats	171	42	143	32	119	59
Federal Grain Supervision	98	110	115	89	136	41
Grades and Standards	83	13	33	27	30	25
City Markets	14	13	23	9	8	13
Administrative	109	24	63	22	137	55
Transportation and Storage	100	7	36	26	116	17
Cotton Handling and Marketing	22	44	41	32	60	17
Cotton Futures	7	9	19	32	31	--
Nitrate Section	167	700	203	187	230	218
Preservation of F. & V. in Transit & Storage	76	10	56	5	55	4
Seed Marketing Investi- gations.	24	1	53	1	39	--
Grain Standardization	37	24	19	12	16	14
Rural Credit, Insurance, Etc.	23	41	14	2	37	35
Foreign Marketing	49	8	15	7	21	17
Marketing Dairy Products	40	40	87	16	55	30
Warehouse Investigations	2	3	3	2	19	14
Cooperative Purchasing & Marketing.	9	3	15	--	25	3
Market Business Practice	1	10	2	3	--	1
Wool Work, War Industries Board.	41	46	93	36	178	47
Totals	1266	1168	1243	561	1531	648

16. HANDLING OF FUNDS COLLECTED FOR RELIEF WORK, ETC.

The Chief Clerk of the Bureau has requested that greater care be exercised in sending to his office currency collected in relief work campaigns, etc. Several sections sent through the regular Bureau mail the contributions for the Near East fund. A trusted messenger should be used for this purpose or the funds should be delivered personally by the employee who made the collection for the office or project. In either case, the Chief Clerk requests that the money sent him be accompanied by a memorandum from the head clerk, or authorized person, stating the amount of cash transmitted.



17. MONTHLY TRANSCRIPTS OF JOINT EXPENSE ACCOUNTS.

Effective with the fiscal year beginning July 1, 1919, each joint branch office of the Bureau of Markets will be required to make out a monthly itemized transcript of each set of joint accounts of such office. Each month's statement will be footed up and balanced. Beginning with the report for the month of August, 1919, and each month thereafter, the balances appearing on the previous month's report will be brought forward. If any transcript is not complete within itself, supplementary statements should be attached explaining anything that is not clear. For instance, if any account is split, the reasons for splitting it should be stated. Where the reasons for debit charges are not self-evident, brief explanations should be given.

These monthly statements should be mailed to the Branch of Operation, where they will be kept on file so as to be accessible at all times. Project leaders are constantly in need of definite information concerning joint branch office expenses and these statements will be of great value in supplying such data, and answering questions as to the equity of specific charges.

Notice of the inauguration of these reports is being given at this time, in order that there may be no failure in submitting the reports promptly at the end of July and monthly thereafter. It is important that the reports be made up accurately and sent in promptly.

18. EFFICIENCY REPORTS.

Recently there was mailed to each permanent clerical employee in the Bureau, a copy of the memorandum of April 23, 1918, explaining in detail the methods used in establishing the Efficiency Register, and attached thereto was one of the efficiency blanks filled out and submitted by project leaders for the information of the Efficiency Committee. It was not intended that these blanks should be filled in, but that they would serve to inform the various employees of the points considered by the Efficiency Committee. The reports which have been submitted will receive no recognition and will become no permanent part of the official record; however, on April 15, the report blanks will be submitted through the respective project leaders, to be prepared by the responsible representatives in the field offices for all clerical employees serving under their supervision. On May 1, the report blanks will be submitted to project leaders for clerical employees in Washington. These reports should be returned by the field representatives promptly in order that the project leaders may have an opportunity to consider them carefully and to combine them with the reports received from the other branch offices and with the reports covering clerical employees in Washington, for transmission to the Efficiency Committee. These reports must be returned to the Personnel Section not later than May 8, 1919.



In this connection, particular attention is called to the importance of answering the various questions definitely. Those questions which require detailed statements should be answered as briefly as possible, and where key words are indicated, as in questions 2, 3, 4, 8, 9, 13 and 14, the answer should be indicated by underlining the proper word. It is also suggested that each branch office representative number the reports for the employees in each class in the lower left-hand corner, and that the project leaders number their reports in the upper right-hand corner, indicating the order in which it is desired that these employees be considered in their respective classes.

These classes will be grouped as follows: \$720, \$840, \$900, \$960, \$1000 (including \$1000, \$1020, and \$1080 salaries), \$1100 (including \$1100 and \$1140 salaries), \$1200 (including \$1200 and \$1260 salaries), \$1300 (including \$1300, \$1320 and \$1380 salaries), \$1400 (including \$1400 and \$1440 salaries), \$1600 (including \$1600 and \$1620 salaries), \$1700 (including \$1700 and \$1740 salaries), and \$1800.

In answering the question, No. 8, in reference to punctuality, attention is invited to memorandum No. 165, of November 12, 1918. It is known that in the past, in answering this question in the efficiency reports, punctuality has been shown as "habitual" for many employees who are known to have been habitually tardy, and whose attendance, so far as conforming to regular office hours, has been far from satisfactory. It is intended that the answer to this question should indicate correctly the punctuality of the employee.

The cooperation of responsible field representatives in accurately preparing these efficiency reports will materially aid project leaders and the Efficiency Committee in establishing the proper standing of all clerical employees in the Bureau on the efficiency register, and will thus result in proper recognition being accorded to the most deserving employees at the earliest possible date.

The efficiency report blanks for the clerical and sub-clerical employees employed in joint office operation should be prepared by the Chairmen of the various Joint Operating Committees and returned direct to the Administrative Assistant in Charge of Operation.

#### 19. JOINT OFFICE PERSONNEL.

To enable the Washington office to act intelligently in the matter of handling joint branch office matters, the Chairman of the Operating Committee at each joint office is requested to forward at once to the Branch of Operation a list of the joint clerical and sub-clerical employees in such joint office. The list should include the following information:

Name  
Title  
Date of current appointment  
Salary  
Nature of duties

Thereafter, as soon as changes occur, the Branch of Operation is to be advised by a letter covering each case. This information must be forthcoming in a special communication when a change is actually made even though correspondence concerning the matter has been carried on previously with any of the Washington offices. Such notices of changes will include notice of the establishment of a new position, the discontinuance of a position, promotions, or demotions, change of title, change in salary, change in duties or assignment, and any other changes affecting the personnel of the joint office.

The information called for in the first paragraph above must be sent to Washington immediately. The necessity for this haste is that the semi annual distribution of the efficiency report blanks will be made about April 15, and we must have the joint office personnel in advance of the distribution of the blanks so that we may know whether to send efficiency report blanks for certain employees at joint branch offices to project leaders here in Washington or to the Chairman of the Operating Committee direct.

The Chairman of the Operating Committee at each branch office will be held personally responsible for seeing that the data as called for above are sent to the Branch of Operation immediately and that the information covering future changes is forwarded from time to time immediately as such changes occur.

  
Chief of Bureau.

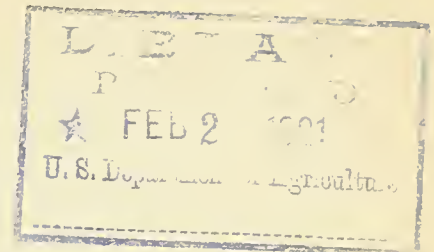




UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR NO. 19

April 14, 1919.

1. COTTON FUTURES ACT AMENDED

The new amendment to the United States cotton futures Act, which was passed on March 4, 1919, provides for the classification by the Department of Agriculture of all cotton offered for delivery on future contracts. Until that time the Act required the Department only to determine disputes as to the grades of cotton tendered. This change necessitated the establishment of branch offices at New York and New Orleans, the only exchanges handling cotton futures.

The amendment also limits the number of grades deliverable on contract to ten, consisting of Middling Fair, Strict Good Middling, Good Middling, Strict Middling, Middling, Strict Low Middling, Low Middling, Good Middling and Strict Middling yellow tinged, and Good Middling yellow stained. Under the old cotton futures Act 20 grades were deliverable.

Mr. H. C. Slade is temporarily Chairman of the Board of Examiners at New York, assisted by Mr. R. L. Francis and Mr. George Butterworth. It is expected that Mr. W. C. Neal will be made the permanent Chairman of this Board. The Board at New Orleans at present consists of Messrs. F. W. Knight, Chairman, H. J. Cassidy, and D. E. Earle.

2. DISTRIBUTION OF NITRATE OF SODA TO FARMERS

One of the important emergency activities of the Bureau of Markets has been the purchase and sale of nitrate of soda to farmers at cost. Under authority of Section 27 of the food control Act, nitrate was purchased last year in Chile at a cost for the nitrate itself and the tonnage to lift it which enabled the Department of Agriculture to sell it to farmers at \$75.50 per ton of 2000 pounds, f.o.b. shipping point. About 120,000 short tons were purchased in 1918, but, owing to the difficulty of securing ships, only about 75,000 tons were transported in time for use by farmers during the same season. This nitrate was shipped to farmers throughout the United States from six Atlantic and Gulf ports.

About 40,000 tons, imported from Chile in 1918, remained on hand for distribution during the current season. Through county agricultural agents and committees appointed to assist them, applications were received this year from about 100,000 farmers for a total of about 151,000 tons. The signing of the armistice and the sudden termination of the war left on the hands of the War Department a large quantity of nitrate which had been purchased and imported for munitions uses. As that

Department no longer needed the material, the surplus over the stock requirements being considerable, the Department of Agriculture arranged to secure about 111,000 tons at what might be termed a salvage price. This 111,000 tons, plus the 40,000 tons left over from last year's operations, is being sold to farmers at a uniform price of \$81.00 per short ton, f.o.b. shipping point. This price was publicly announced at the time application blanks were sent to county agents for distribution to farmers.

Nitrate is being shipped this season from twenty-one storage points. At each such storage point a forwarding agent has been appointed and charged with the duty of even-weighting, reconditioning, loading and shipping nitrate on orders received from Washington. These representatives at shipping points are experienced forwarding agents, and receive from the Department of Agriculture a nominal salary of one dollar per year, plus the regular commercial rates for services rendered. Where county nitrate requirements are very light, farmers have been requested to forward cashier's checks or New York drafts in payment for nitrate at the time of filing their applications, after which the nitrate is shipped direct to them. Where county requirements are comparatively heavy, federal nitrate distributors have been appointed, on the recommendation of country agricultural agents, to act as consignees and distributors for all nitrate shipped to such counties. These federal nitrate distributors collect money from applicants, send shipping instructions to Washington, receive nitrate and distribute it to farmers. Shipments are forwarded to these distributors on order notify bills of lading, with sight draft attached. The Bureau has designated about 500 federal nitrate distributors.

To date, this season, shipping instructions have been sent from Washington to forwarding agents covering about 120,000 tons. Records show that about 100,000 tons have actually been shipped. It is expected that the entire 151,000 tons will be shipped before the end of May. Harbor strikes at Charleston, S. C. and New York City have seriously interfered with shipments from those points, but, in spite of these handicaps, nitrate should reach all farmers in time for use this season.

The nitrate is shipped in bags holding 200 pounds each. The smallest individual application on hand is for one-tenth ton, the largest is for 300 tons. Taking into consideration prices asked by private distributors this year, the 1919 distribution of nitrate by the Department of Agriculture will save for farmer-applicants an average of about ten dollars per ton, or about \$1,500,000.00 on the entire quantity shipped.

### 3. TRANSFER OF EMPLOYEES BETWEEN DIVISIONS OF THE BUREAU.

In order to prevent a recurrence of misunderstandings such as have existed in the past in regard to the procedure to be followed when an employee is transferred from one division of the Bureau to another, the following routine will be observed hereafter in all such cases.



The request for the transfer will be addressed to the Chief of Bureau, signed by the head of the division to which the employee is to be transferred, and concurred in by the head of the other division concerned. A place will be provided at the bottom of this recommendation for approval by the Chief of Bureau. It will be prepared in quintuplicate, the original copy to go to the files, one carbon to the project to which the employee is to be transferred, one to the other project or division concerned, one to the Personnel Section, and one to the Section of Supplies and Accounts. The Personnel Section will thereupon make such changes in its records as may be required.

This recommendation should contain a statement showing the nature of the duties of the employee in the positions to and from which he or she is to be transferred, the reason his or her services can be spared in the one project or division and the reason they are required in the other; whether the transfer will constitute the establishment of a new position or fill a vacancy in one division and how the vacancy caused in the other by the transfer will be filled; and give any other reasons for recommending the transfer. A statement also should be made as to the appropriations, sub-appropriations, allotments, projects, and account numbers from which and to which the charges for the employee's salary are to be transferred. Upon receipt of a carbon copy of this recommendation filled out to show that the original has been approved by the Chief of Bureau, the Section of Supplies and Accounts will take the necessary action to effect the proper transfer of liabilities.

#### 4. ADMINISTRATIVE REGULATIONS

Each project branch office and each joint branch office should have a copy of the Administrative Regulations of the Department revised to August 1, 1918. Such project branch offices as do not have a copy of this publication should ask for one copy by making requisition on their respective Washington offices. Joint branch offices may be supplied by making request on the Washington office of one of the projects comprising the joint office.

#### 5. INSPECTION OF EQUIPMENT SECURED THROUGH GENERAL SUPPLY COMMITTEE

Practically all supplies and equipment obtained through the General Supply Committee by transfer from other Government establishments, of course, are secondhand and show the effects of handling and use. A discount is made for that reason. However, employees of the Bureau who are responsible for such matters should carefully inspect all furniture or other equipment received in this manner before accepting it, to determine whether or not it is strictly serviceable. Note of its condition also should be made on the subrequest when it is receipted for in order that the Property Clerk of the Bureau may see that the proper discount is received from the original cost price of the article.



## 6. INKWELL SETS AND STEEL ERASERS NO LONGER KEPT IN STOCK

Inkwells sets such as furnished heretofore, equipped with cutglass sponge cup and oak pen rack, will no longer be carried in stock, because of their high cost. A sufficient number of these sets now has been supplied to meet all reasonable needs of the respective sections of the Bureau. Single inkwells, sponge cups, etc., will be kept in stock as heretofore.

Steel erasers are not now kept in stock. These erasers are relatively expensive and frequently are so misused as to ruin their edge. In Washington, those already issued can be resharpened in the Department shops. It is believed hereafter the chemical ink eradicator furnished on stock requisition will meet all reasonable requirements. Branch offices may secure the ink eradicator locally.

## 7. NEW ROUTING FOR LETTERS OF AUTHORIZATION

Hereafter when letters of authorization have been signed by the Chief of Bureau and press copied they will be handled as follows: (1) The ribbon copy or original and the initialed carbon will be sent to the Section of Supplies and Accounts; (2) the two remaining carbons will be sent direct from the Section of Mails and Files to the project concerned, where one will be placed in the project authorization file and the other handed to the person in whose favor the authorization is drawn. This differs from the present procedure in that, after being press copied, the original and all the carbons now are sent to the Section of Supplies and Accounts from where two copies are sent to the project. The object is to eliminate the delay caused by sending the project copies first to the Section of Supplies and Accounts instead of direct to the project.

## 8. PERSONNEL FOLDERS

The Bureau maintains a personnel file containing the complete personnel record of each employee of the Bureau. All the papers relating to each individual are fastened in the folder. This information is confidential and will be issued by the file room only to the proper clerks in the personnel section, project leaders or executive clerks in the respective projects and administrative officers who are entrusted with the handling of confidential matters. It has been noticed recently that some of the folders secured from the section of mails and files by the various projects have been taken apart and that papers contained therein have been separated from these folders. In no case should any papers in a personnel folder be removed therefrom even temporarily without the permission of the Assistant in Charge of Mails and Files.

## 9. SLOW MAIL DELIVERIES

One of the Bureau's joint branch offices in one of the large cities recently tested the delivery service in that city in the following manner: An envelope containing one of the market reports was delivered by messenger at the post office at 10.15 a.m. The envelope was directed

to the office mailing the report. Delivery was not made until late in the afternoon. The stamp showed that it was not postmarked until 1 p.m., a delay of nearly three hours before the envelope was handled in the station.

If any of the Bureau's offices in other cities have reason to believe that similar delays are occurring in the dispatch of our market reports or other mail matter, it might be well to make a test of this kind. If this is done, the matter should be taken up by letter with the post office concerned, which letter should state just what time the mail was deposited in the post office and what time it was received in the branch office. It is possible that such procedure will result in improvement in the delivery of mail.

#### 10. HAND FEEDING VERSUS AUTOMATIC FEEDING OF MIMEOGRAPHS

Attention is directed to Item No. 13 of Information Circular No. 12. Our experience since that item was written confirms the advisability of feeding mimeographs by hand rather than by using the automatic feeding device. Hand feeding actually is speedier, more accurate, produces a better appearing job, and is much less wasteful of materials than is automatic feeding. The cost of the automatic feed rollers alone is quite an item, and this may be entirely eliminated by hand feeding.

However, for the benefit of those who still prefer to use the automatic feed, the following is quoted from a letter received from Mr. W. H. Hall, of Chicago Joint Office No. 1. It is suggested that this scheme be tried by the various offices making use of the automatic feeding device and a report of the results made to the Administrative Assistant in Charge of Operation. Mr. Hall writes as follows:

"We have experimented enough with these feed rollers to be convinced that we can repair them when they are worn down and do not feed properly. This is done by preparing a piece of rough card board, or better still, a piece of sheet rubber, about  $3/8$  inch wide by  $1/16$  inch thick and long enough to extend around the roller. One half of the roller is turned back (inside out), the piece of card board or rubber placed around the metal and the rubber tubing rolled back over the rubber cardboard. The other end of the roller is prepared in the same manner. This elevates the circumference of the rubber to equal of the thickness of the reinforcement. Better results will doubtless be obtained if the rubber tubing is reversed on the metal tube before reinforcing it, as it will bring into use the edges of the rubber previously unworn. By examining one of these it will be noticed that the rubber teeth wear round on one side. \*\*\*\*\*

"The total expenditure for rollers since mimeographs were put in operation by this Bureau would probably be surprising. I am not contending that we can do away with purchasing new rollers, but I do believe that most of the old rollers now discarded can be reconstructed in the manner outlined, or a similar manner, and save a great deal of money. I would



like to suggest that the matter be given a thorough trial in Washington and if found satisfactory, issue instructions to all market and field stations to make use of these suggestions in an endeavor to reduce the cost of the upkeep of the micrograph."

11. THE OFFICIAL BULLETIN

We are advised that the Official Bulletin will not be distributed in the future in the same manner it has been in the past. Hereafter, it will be necessary to pay a subscription price of \$10.00 per annum for this publication. Therefore, all branch offices to which the Bulletin is now being sent may expect it to be discontinued at any time. If any branch offices wish to refer to the Official Bulletin, it is probable that a copy will be on file at the large public libraries.

12. USE OF TELEPHONE AT BRANCH OFFICES

The attention of all Bureau employees is directed to the fact that branch office telephone bills frequently list calls which the records of the local office fail to show as having been made by any one in the office. In some instances this is caused by some of our men in travel status making telephone calls from the local office and not reporting the matter to such local office. Branch office telephone accounts are scrutinized carefully when they reach Washington. It is but fair to branch offices, therefore, that they be informed when a toll call is made which will be charged to them. Also, local calls from branch offices, when made outside of office hours, should be made a matter of record. Hereafter all Bureau employees when making toll calls at any time or local calls outside of office hours will make certain that the branch office telephone operator or the head clerk is fully informed concerning the matter.

In this connection, it also should be remembered that office telephones should not be used for outgoing personal calls by anyone, including both official and private visitors, except in emergency, and then cash should be paid by the person calling to the office telephone operator or head clerk.

*Charles F. Brand*

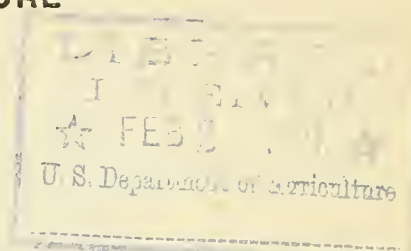
Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR NO. 20

May 1, 1919

1. PRINTING FOR BRANCH OFFICES.

The law concerning printing for the executive departments and other establishments of the Government as expressed in the legislative, executive, and judicial appropriation Act for the fiscal year 1920, approved March 1, 1919, provides that on and after July 1, 1919, all printing shall be executed by or through the Government Printing Office, except such as may be required for the exclusive use of any field service outside of the District of Columbia.

In this connection the question arose as to whether the branch offices of the Bureau constituted a field service. The decision has been made by the Comptroller of the Treasury that the branch offices of the Bureau of Markets do constitute a field service of the Department of Agriculture. It follows, therefore, that printing to be used at the branch offices of the Bureau may be done elsewhere than at the Government Printing Office and paid for from appropriations for the projects conducted from said branch offices.

The Joint Committee on Printing has absolute authority to determine what if any printing may be performed at the branch offices, and it will be the policy of the Bureau to seek authority for the execution of printing elsewhere than at the Government Printing Office, only when the facts indicate conclusively that such printing is urgent and necessary, and for the exclusive use of a field service outside of the District.

Recommendations for such printing should be transmitted by the project leader to the Bureau editor. The assent of the Joint Committee on Printing must be obtained before any printing is ordered, and after July 1 all vouchers covering printing done elsewhere than at the Government Printing Office must bear evidence of the approval of the Joint Committee on Printing.

2. BRANCH OFFICE MAILING LISTS ESTABLISHED.

Bureau Memorandum No. 177, "Amendments to Mailing Lists" recently issued, will not be sent to Branch Offices. Among the lists established by this memorandum, however, is No. 7, made up as follows:

7. BRANCH OFFICES AND PROJECT BRANCHES (224) (Branch of Operation.)

- 7B Joint Branch Offices. (26) (Address to be headed, "U. S. Bureau of Markets". Each plate to carry number of project branches in the joint office plus one for joint operating unit.)
- 7C Single Project Branch Offices. (55) (Address to be headed, "U. S. Bureau of Markets".)
- 7D Combined Branch Offices. (18) (Address to be headed, "U. S. Bureau of Markets". Each plate to carry the number of project branches in the combined office.)
- 7E Project Branches in Joint and Combined Offices. (125) (To be headed with name of project, followed by "U. S. Bureau of Markets".)

The number in parenthesis indicates the number of names on plates under each heading. Beginning May 1, or earlier, these lists will be utilized to distribute Branch Office Memoranda, Bureau and Department Memoranda of special interest to branch offices, Information Circulars, and other communications for branch offices. These lists are under control of the Branch of Operation, to which application may be made for their use as needed. The regular blue card order for work in the Addressing and Duplicating Section should be used, with a statement thereon to show what it is intended to distribute to the branch offices.

3. MEMORIAL FOR EMPLOYEES OF DEPARTMENT.

A plan is under way to secure by the voluntary contributions of the employees of the Department of Agriculture sufficient funds to make possible the erection of a memorial in honor of those employees who gave their lives in the war against Germany. It is proposed to erect in the grounds of the Department of Agriculture, Washington, D. C., a handsome drinking fountain on which shall be placed an appropriate bronze tablet bearing the names of those who lost their lives in the military or naval service of the United States.

As worthy of such a cause, it is desired that at least \$10,000 be subscribed for expenditure on this testimonial. The latest report on contributions to this fund shows \$2425.25 pledged up to April 16, 1919. Up to the present time only 1/3 of the estimated allotment of \$900. for the Bureau has been subscribed.

The attention of all employees of the Bureau, both in Washington and in the field, is called to this opportunity to share in commemorating their former associates, and all are urged to respond as liberally as possible.



Pledge cards may be procured from the Chief Clerk of the Bureau, who is chairman of the local committee.

4. APPOINTMENTS IN THE FIELD SERVICE.

In connection with the rapid development of the various activities of the Bureau and the establishment of temporary field and permanent branch offices and the placing in charge of these offices of representatives newly appointed and unfamiliar with Government routine, it was deemed advisable to have the Civil Service papers of eligibles selected from District Civil Service certificates transmitted to the Washington office for review prior to the consummation of the appointment. In this connection it also has been necessary to make these field appointments "Special" and to expedite same in every way possible in order to secure clerical assistants for these newly established offices at the earliest possible moment. To avoid a possible slight delay, the practice has been established of forwarding the original copy of the District Civil Service certificate to the Washington office direct with the recommendation for appointment, rather than through the office of the District Secretary, reporting the appointment to the District Secretary, on the carbon copy of the certificate.

We now have reached the state of development, with representatives in our permanent branch offices who have had opportunity to become familiar with the administrative routine, where appointments in the field service can be handled in accordance with the prescribed Departmental routine without embarrassing delays or material handicap to our work, and, accordingly, it is requested that, effective May 16, 1919, these appointments be handled strictly as outlined in Paragraphs 62 to 91 inclusive, of the Administrative Regulations of the United States Department of Agriculture, revised to August 1, 1918.

On and after May 16, 1919, field representatives will discontinue the practice of forwarding to the Washington office the Civil Service examination papers of clerical and sub-clerical appointees, except upon special request from the Washington office. The recommendation for appointment, containing the information requested in Bureau Memorandum No. 156, will be forwarded to the Chief of this Bureau, marked for the attention of the proper project leader, through the office of the District Secretary of the Civil Service Commission, with the return of and report on the Civil Service certificate from which the appointee is selected, or in case of appointments other than from Civil Service certificates through the District Secretary's office, for proper endorsement. The District Secretary will forward the recommendation direct to the Chief of this Bureau, attaching the original Civil Service certificate, or endorsement, to the recommendation for appointment. These recommendations will be handled within the Bureau in Washington by special mail service and every effort will be made to expedite the consummation of the appointment.



In this connection, attention is called to the importance of submitting all essential information in the original recommendation in order to avoid the necessity for the Washington office calling for additional information. An effort should be made to anticipate the requirements in the field service and to allow sufficient time for the consideration and handling of recommendations in the Washington office. No appointees in the field service should be allowed to enter upon duty prior to the consummation of the appointment in Washington, without specific approval of the Chief of Bureau in each individual case. Recommendations for appointments which are made retroactive should include a statement showing the necessity for allowing the appointee to enter upon duty prior to the consummation of the appointment.

The hearty cooperation of field representatives in the establishment and maintenance of the routine herein indicated is earnestly requested. The District Civil Service Secretaries and executive officers in Washington will at all times make every effort to assist field representatives in handling their employment problems.

In exceptionally urgent cases, the appointments may be expedited by the use of the leased wire, the prescribed routine being followed in confirmation of the telegraphic request. However, it is requested that this be resorted to only in very urgent cases where the work in hand will be materially retarded and affected in consequence of the following of established outlined procedure and it is impossible for the field representative to anticipate and provide for the appointment. The abuse of "Special" privileges in the past has in several instances made necessary the discontinuance thereof, and the attention accorded "Special" cases in the future will depend entirely upon the discretion with which field representatives avail themselves of this privilege.

#### 5. REINSTATEMENT OF SOLDIERS AND SAILORS.

Circular No. 34, of the Office of the Secretary, (which is not being distributed to branch offices) calls attention to the following provision contained in the Deficiency Act, approved February 25, 1919:

"That all former government employees who have been drafted or enlisted in the military service of the United States in the war with Germany shall be reinstated on application to their former positions, if they have received an honorable discharge and are qualified to perform the duties of the position."

#### 6. REEMPLOYMENT REGISTER.

Referring to Item 12, of Information Circular No. 18, Circular 34 of the Office of the Secretary (mentioned above) calls attention

also to a recent ruling of the Civil Service Commission, to the effect that a person who is separated from the service to provide a place for the reinstatement of a soldier, in accordance with the law quoted above, is entitled to have his name placed upon a reemployment register in conformity with the Executive Order of November 29, 1918.

This was in response to a question which had been raised as to whether a separation under these circumstances might be regarded as a "reduction in force," and the employee, therefore, entitled to receive the benefit of the Executive Order.

#### 7. LEASED WIRE CIRCUITS TO PACIFIC COAST.

The combination of the two Pacific Coast leased wire circuits becomes effective May 1. The joint circuit is to include all offices now in operation on both circuits. This, as a consequence, necessitates the selective reduction of the volume of market reports handled by the leased wire service west of Denver. The combined use of this circuit by three projects--Market Surveys, Live Stock and Meats, and Dairy Products--will make it impossible to leave enough time for miscellaneous messages, or messages other than those having to do directly with the reporting service, to permit extensive use of this service for miscellaneous telegrams. When leased wire messages to points on the new joint Pacific Coast circuit are prepared, they are to include in the address the word "mail" or the word "forward". Either kind will be forwarded over the Pacific Coast circuit if conditions permit. Otherwise, those marked "Forward" will be forwarded over commercial wires, and those marked "Mail" will be copied and sent by mail. Care should be taken not to mark telegrams "Forward", the nature of which will not justify forwarding from Denver over commercial wires.

The proposed schedule for this circuit is as follows. This schedule is to be adhered to as long as it is in effect, but it is understood to be more or less tentative and experimental and subject to revision after having been thoroughly tested.

Eastern time.

8:00 A.M. to 11:00 A.M.	Market Surveys
11:00 A.M. to 11:45 A.M.	Live Stock and Meats
11:45 A.M. to 12:15 P.M.	Dairy Products
12:15 P.M. to 2:15 P.M.	Live Stock and Meats
2:15 P.M. to 5:00 P.M.	Market Surveys
5:00 P.M. to 6:45 P.M.	Live Stock and Meats
	Tuesday, Wednesday, Friday.
6:45 P.M. to 8:00 P.M.	Dairy Products

Central Time.

7:00 A.M. to 10:00 A.M.	Market Surveys
10:00 A.M. to 10:45 A.M.	Live Stock and Meats
10:45 A.M. to 11:15 A.M.	Dairy Products
11:15 A.M. to 1:15 P.M.	Live Stock and Meats
1:15 P.M. to 4:00 P.M.	Market Surveys
4:00 P.M. to 4:45 P.M.	Live Stock and Meats
	Tuesday, Wednesday, Friday
5:45 P.M. to 7:00 P.M.	Dairy Products

Mountain Time.

6:00 A.M. to 9:00 A.M.	Market Surveys
9:00 A.M. to 9:45 A.M.	Live Stock and Meats
9:45 A.M. to 10:15 A.M.	Dairy Products
10:15 A.M. to 12:15 P.M.	Live Stock and Meats
12:15 P.M. to 3:00 P.M.	Market Surveys
3:00 P.M. to 4:45 P.M.	Live Stock and Meats
	Tuesday, Wednesday, Friday
4:45 P.M. to 6:00 P.M.	Dairy Products

Pacific Coast Time.

5:00 A.M. to 8:00 A.M.	Market Surveys
8:00 A.M. to 8:45 A.M.	Live Stock and Meats
8:45 A.M. to 9:15 A.M.	Dairy Products
9:15 A.M. to 11:15 A.M.	Live Stock and Meats
11:15 A.M. to 2:00 P.M.	Market Surveys
2:00 P.M. to 3:45 P.M.	Live Stock and Meats
	Tuesday, Wednesday, Friday
3:45 P.M. to 5:00 P.M.	Dairy Products

This arrangement leaves 2:00 to 3:45 P. M. Pacific Coast time on Monday, Thursday and Saturday, as the only time for miscellaneous business.

8. TELEGRAPHIC RATES INCREASED.

Department Memorandum No. 273 (which is not being distributed to branch offices) calls attention to Order No. 2940 of the Postmaster General, which, beginning April 1, 1919, effects a 20% increase over the present Government rates for telegrams sent over the commercial wires and for leased wires used by the Government. Appendix D, of the Fiscal Regulations is amended accordingly.



9. THE INQUIRY OFFICE OF THE DEPARTMENT OF LABOR.

The Office of the Chief Clerk of the Department of Agriculture issues the following information:

"The Service Bureau of the Committee on Public Information has been consolidated with the Inquiry Office of the Department of Labor at 1706 G Street, N. W., Washington.

"The Inquiry Office is prepared to answer all questions regarding the work of the Department of Labor and other Government agencies dealing with labor. In addition, they maintain a directory which shows the full organization of the executive departments, the distribution of the duties among their various bureaus and divisions, the personnel in charge and the location of all offices in which they are established. Their purpose is to serve as a general clearing house for information pertaining to Government activities. Questions are answered as they arise, if possible, or referred to the particular office best qualified to handle them.

"The office is open daily (except Sunday) from 9 A.M. to 10 P.M., and can be reached over the following telephones:

Main 3250

Main 8474--Branches 128, 217

Main 6934 (after 5:30)".

10. CORRECTIONS REQUESTED BY ACCOUNTING OFFICES.

(a) Form 5 Vouchers: The accounting offices of the Department have called attention to the fact that the blank spaces in the upper right hand corner and on the left hand side of Form 5 vouchers, which spaces should be reserved for numbers and other information to be filled in by the auditors, are frequently used for inserting rubber stamp impressions and typewritten matter by the persons preparing the vouchers. Before the vouchers can be audited and passed for payment such marks must be erased, and this involves a waste of valuable time. In order to correct this condition it is requested that all employees of the Bureau who handle Form 5 vouchers see that these spaces are not used.

(b) Bills of Lading: On all original and memorandum bills of lading issued by branch offices, the appropriation and project

should be shown in order that the proper fund to which the expense is chargeable may be readily determined when vouchers are received. At present much unnecessary correspondence is caused by the inability of the accounting offices to identify the shipments.

(c) Vouchers for Telephone Service: Attention has also been called by the accounting offices to vouchers for telephone rents and tolls. Bills for this class of service are incomplete and in many cases have to be returned for the necessary information to audit them, thus causing considerable delay in payment. For instance, a voucher was rendered for \$2.05, the unit price being 68-1/3¢, duration of call five minutes. It is quite possible that three minutes is the minimum duration of the call, and a certain fixed sum per minute for overtime. It is evident that the Treasury cannot check a charge of this kind unless full information is given on the voucher, for example:

Date.....	From.....	To.....	Overtime	
Duration of call	Minimum call	Minimum charge	charge	Total
5 min.	3 min.	75¢	20¢ min.	\$1.15

When toll slips are available, they should be sent with the voucher and contain this information, in which case the toll may be claimed as follows:

February 1 to 28, inclusive, toll	\$1.15
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11. KEEP YOUR LIBERTY BONDS.

A statement has been issued by the War Loan Organization of the Treasury Department warning holders of Liberty Bonds against exchanging these bonds for doubtful securities.

It will be of material assistance in checking this practice if the names and addresses of all persons and companies who offer speculative and uncertain stocks in return for Liberty Bonds and War Savings Stamps be sent with copies of their "literature" to the  
Federal Trade Commission,  
Washington, D. C.

In the proper cases investigations will be made, and so much information may be made public as will be in the public interest. In this way unfair methods of competition and misrepresentations in commerce can be prevented.

12. THE BUREAU AND THE VICTORY LOAN.

The Victory Loan Campaign is now in full blast. It is the last war loan campaign. Let us make it a Thanksgiving Loan.

Below is stated by bureaus the result of the campaign for Victory Liberty Bonds in this Department to the close of business Saturday, April 26:

<u>Bureau.</u>	<u>Men.</u>	<u>Women.</u>	<u>Total.</u>
Office of the Secretary	\$8,750	\$1,050	\$9,800
Office of the Solicitor	3,250	650	3,900
Mechanical Shops	1,050	300	1,350
Office of Farm Management	1,800	2,200	4,000
Weather Bureau	8,700	1,200	9,900
Bureau of Animal Industry	15,000	6,150	21,150
Bureau of Plant Industry	10,600	4,200	14,800
Forest Service	10,100	2,100	12,200
Bureau of Chemistry	11,050	2,650	13,700
Bureau of Soils	2,800	1,300	4,100
Bureau of Entomology	2,300	1,100	3,400
Bureau of Biological Survey	1,700	450	2,150
Division of Publications	1,350	3,500	4,850
States Relations Service	4,950	8,450	13,400
Bureau of Crop Estimates	1,750	2,750	4,500
Library	100	1,400	1,500
Bureau of Public Roads	3,400	450	3,850
Division of Accounts and Disbursements	2,050	550	2,600
Insecticide and Fungicide Board	850	100	950
Federal Horticultural Board	3,300	100	3,400
Bureau of Markets	17,250	17,550	34,800
Total	\$112,100	\$58,200	\$170,300

During the first week of the campaign the Washington force of the Bureau subscribed only \$34,800, which is small when compared to the amounts raised in other Loans; \$46,000 in the second, \$77,450 in the third and \$151,050 in the fourth. To date but one project - Foreign Marketing - has reported that 100 per cent of its members are already subscribers. This is not sufficient. All of us who are remaining in the service of the Department must and will do our part.

The City Campaign Committee has sent to this Department five German helmets to be used in connection with the campaign. As there are not enough to send a helmet to each branch of the Department, it



is proposed to give the bureau, division or office making the highest per capita subscription to Victory Bonds the first choice of the helmets and to allot the other four helmets to the four bureaus, offices or divisions making the next highest per capita subscriptions.

Field men are requested to report their subscriptions to the members of the Committee for their own project, from whom they have probably heard in this matter.

SURE, WE'LL FINISH THE JOB!

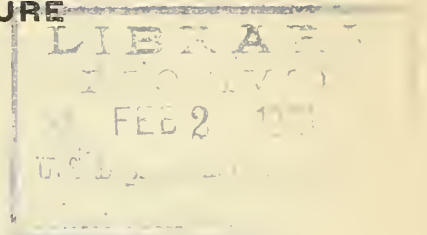
*Charles F. Brand*

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR NO. 21

May 20, 1919.

1. DUPLICATE PAYMENT OF ACCOUNTS.

The Division of Accounts and Disbursements of the Department has great difficulty in some instances in avoiding the payment of the same bill more than once. In order to prevent such duplication all employes of the Bureau who have anything to do with the rendering of accounts are urged to follow the request contained in a letter received recently from Mr. Zappone, reading as follows:

"As you no doubt are aware, this office maintains a card-index system for recording payments through which it is possible in a great majority of cases to avoid duplicate payments of accounts. Recently, however, several duplicate payments were made by reason of the fact that vouchers for the same service were stated differently. Vouchers in favor of firms or corporations are received in this office stated in the name of an agent or manager of such firm or corporation, and later vouchers are received stated in the name of the firm or corporation. These inconsistencies in the statement of accounts render it impossible for this office to determine that duplicate payments are involved. Vouchers for post office boxes rented by employes traveling on official business are in some cases stated in the name of the Postmaster of a particular place, as "John Jones, Postmaster, Baltimore, Md.," while in others the name of the individual is omitted.

"In order to avoid the possibility of making duplicate payments, I earnestly solicit your cooperation in adopting a uniform method for the statement of vouchers against the department, and to this end will appreciate it if you will issue instructions that vouchers of your bureau in favor of firms and corporations be stated in the name of such firms or corporations, and that the name of the Postmaster be omitted from vouchers for post office box rent or other services rendered by Postmasters throughout the country except at the point where it is necessary for the payee to sign."



## 2. LETTERS OF AUTHORIZATION.

Some misapprehension seems to exist as to amendments to letters of authorization. For the information of all concerned, attention is called to the fact that a letter of authorization amending a preceding letter is none the less in itself a letter of authorization. Therefore, all regulations covering the preparation of letters of authorization, including specifically the requirement that approval of the Chief or Assistant Chief be secured in advance of the date it takes effect, also cover the preparation of requests for amendments to letters of authorization.

An amendment to an authorization, like the original letter, must be approved before any travel is performed, or any expenditures for any purpose are made thereunder. Every request for amendment must show a specific date on and after which the action covered by the amendment is to be effective.

No leave should be taken while in travel status unless, and until after, it has been authorized in the letter of authorization covering the trip, or in an amendment thereof.

Amendments have been asked for at times to cover expenditures made in excess of amounts specified in letters of authorization. This evidently was due to the fact that some person or persons authorized to make expenditures under the letter were without information as to the amount which had been expended and the balance which remained available. It is suggested that each field officer to whom an operating or long-term travel authorization is issued keep a memorandum record crediting all vouchers submitted under the authorization and debiting all suspensions, disallowances, amendments increasing the amount to be expended, etc. Officers in Washington may do this, or may keep informed as to the current balance by inquiries addressed to the Section of Supplies and Accounts. Most of the deficits upon letters of authorization which have had to be covered by retroactive amendments have been incurred because the officers authorized to make expenditures did not know against just what authorization various vouchers were to be charged or did not keep any kind of an account of the expenditures made and the balance available. It is suggested that hereafter projects so handle authorizations that the men authorized to make expenditures be kept informed or have some means of keeping a record showing the balance at any time available. Projects which issue some individual letters and have other charges paid from a general operating letter issued to the project leader frequently find their records are almost hopelessly confused because of various misunderstandings and disagreements as to how various vouchers should be or have been charged. It is believed that it would be wise for each Division either to issue separate, individual operating letters to each field man or to have only one letter issued to the project leader with specific supplemental allotments made to the various assistants. Each assistant then would be responsible for keeping within the allotment assigned and for giving the project leader due notice of the need for an additional assignment.



3. MAILING LIST RECORD OF THE BUREAU OF MARKETS.

It is the present intention of the Bureau to centralize in one place all significant information concerning mailing lists maintained in branch offices and field stations as well as in Washington. The division head clerks, therefore, are requested to send in, at the earliest possible date, to the Administrative Assistant in Charge of Operation, information in regard to the points outlined below for every mailing list, either in Washington or in the field, not listed in Bureau Memorandum No. 170 and its supplement No. 177. The points upon which information is desired are as follows:

1. Number assigned to list.
2. Name of list.
3. Number of names in list.
4. Project maintaining list.
5. Specific location of list.
6. Form of list
  - a. Manuscript.  
Longhand  
Typewritten
  - b. Card  
Size of card  
Longhand  
Typewritten
  - c. Mechanical Addressing Equipment.  
Addressograph  
Elliott  
Belknap
7. How filed.
8. Of what composed.
9. Subdivisions
  - a. How indicated.
10. Source
  - a. Documents filed.
11. Date compiled.
12. Purpose for which used.
13. When used.
  - a. Periodical
  - b. Irregular  
Date last used.
14. Revision
  - a. When revised
  - b. How revised.
15. Remarks

4. RECORDS OF APPOINTMENTS.

In order that all persons interested may have an opportunity to abstract from the notifications of appointments the data necessary in the preparation of vouchers, accounts, etc., letters transmitting notifications of all appointment actions affecting personnel are being sent through the project leader, when the appointee is stationed in Washington, and through the project leader and responsible branch office representative when the appointee is stationed in the field, to be delivered by the project leader or field representative directly to the employee involved. This is in accordance with the provisions of Bureau Memorandum No. 161. In order that this routine may be properly established, hereafter envelopes will not be addressed in the personnel section for letters transmitting notifications of appointment, but a reference slip will be addressed to the project leader and attached to each letter of transmittal.

When these letters are received in the project and the necessary data abstracted, an envelope should be prepared in that project, transmitting the communication to the field office representative if such action is necessary, or the communication should be delivered in person to the employee concerned. It is not desired that an additional letter of transmittal be prepared by the project leader.

Personnel card records should be kept in each division office in Washington and in each branch office. These records should show, at least, date of each appointment action (this is not date effective) name of appointee as it appears in notification of appointment, exact title, salary rate and date effective. These data may be drawn off from notification of appointment when it is received. This card record will be especially useful in branch offices in the preparation of payrolls.

5. REPORT MECHANICAL EQUIPMENT TO INVENTORY CLERK.

To form a basis for a correct card record of the valuable mechanical equipment of the Bureau, and in order to locate definitely all machines, each division and section is requested to furnish the Inventory Clerk of the Bureau a list of all the machines in its possession, giving in each case the name of the make, the number or type of model, the serial number and the present location.

Machines,	Adding	Addressographs
	Addressing	Automobiles
	Computing	Electric Fans
	Dictating	Graphotypes
	Sealing	Mimeographs
	Folding	Multigraphs
	Letter Opening	Typewriters
	Numbering	Scales, Platform
	Stencil Cutting	Scales, Counter
	Transcribing	

If a machine is motor-driven the serial number of the motor should be given, in addition to that of the machine. The Inventory Clerk will check these lists with the Bureau records and take the required measures to see that all shifts that have taken place are covered by the required forms and records corrected.

6. STANDARD EXPRESSIONS ON FORM BM-39

Mr. W. L. Evans of the Market Surveys Project has made suggestions with regard to Form Bm-39 which it is believed it would be well to adopt throughout the Bureau. His suggestions are as follows:

It is believed to be advisable to use uniform expressions in making explanations in the "Remarks" column on Form BM-39 concerning any supplies which are not being shipped as ordered. This will not only standardize the practice in Washington, but will insure explanations which will convey definite specified meanings.

The following explanations have been adopted:

- A. Supply exhausted; order later.
- B. Substituted for \_\_\_\_\_ because \_\_\_\_\_.
- C. Purchase locally; contract price \$ \_\_\_\_\_.
- D. Order reduced; supply low.
- E. Requisition placed \_\_\_\_\_ on \_\_\_\_\_.
- F. Explain why needed.
- G. Not furnished; purchase not authorized.

These phrases could be affixed by the use of rubber stamps. Stamp "A" could be used when the supply is exhausted and it is believed that the need is not so urgent as to make it impracticable to await delivery on a later order. If the need seems to be urgent, either stamp "B" may be used showing the substitution which has been made for the article required, or stamp "C" which authorizes local purchase, Stamp "C" will show the contract price, in order that you may judge whether the local price is reasonable. If the supply is low, the order may be reduced, in which case stamp "D" may be used. If an article can not be furnished from stock, but must be purchased, stamp "E" may be used showing the date and on whom the requisition was placed. If unusual articles are requested, but apparently are not needed in a branch office, stamp "F" may be used. Stamp "G" may be used when requests are disapproved on account of Bureau policy which prohibits the furnishing of such articles.

It is recognized that substitutions should not be made unless articles of very similar nature can be furnished and the need evidently is urgent. In order that branch offices may not receive articles which are useless because not corresponding to the items requested, no item will be substituted by Washington unless the following statement is



written after each item which may be substituted: "May be substituted." It will then be inferred by Washington that the items (after which this statement appears) are urgently needed, and that, in case any of the other items are not in stock, the filling of that part of the order will be deferred and one of the other stamps noted above will be used. Suggestions for further improving the handling of orders will be welcomed.

#### 7. BETTER BUSINESS MANAGEMENT.

In handling the vouchers, accounts, requisitions and business correspondence of the Bureau, many instances are noted where better foresight, more careful planning or more systematic methods would have resulted in increased economy and in avoiding useless waste. It would be impracticable to describe all of the ways in which various business matters have been mishandled or to give in detail specific instructions for their proper treatment. In a general way it may be said that the larger part of these practices involves in one way or another, as a direct contributing factor, the lack of proper foresight in planning the work ahead and making necessary provision for its needs. It frequently happens that emergency, local, open-market purchases are made at relatively high prices of material that could be secured from Washington or from Government contractors at a much lower cost if the need had been anticipated in time. Frequently some need for supplies or services, which might have been anticipated, arises suddenly and is covered by an order placed without securing adequate competition or information as to the best grade or quality of supplies and services available. Analyses should be made of probable future needs, say, for periods of six months in advance, and careful inquiry should be made as to the most efficient and economical means of supplying these needs. For instance, if bulky supplies may be received from time to time for storage, it would be well to secure rates from drayage companies for transportation and storage rates from warehouses, and make all arrangements for the prompt and economical handling of shipments immediately after receipt. A little consideration and investigation should bring to light in almost any office opportunities of a more or less similar nature for the effecting of substantial economies.

#### 8. EXPENSES OF DRAYAGE, STORAGE, AND TYPEWRITER REPAIRS.

It has been noted that in some of the branch offices well-defined business methods of procedure are not employed in incurring expenses for drayage, storage and typewriter repairs. A great deal of correspondence often is incurred in addition to delays in the payment of vouchers for such services, because of questions which arise in connection with the costs as indicated in the amounts in vouchers submitted.

There are various methods which may be employed in obtaining such services at reasonable costs. The following method is suggested as one which should result satisfactorily: a communication clearly setting forth the extent of service frequently required, conditions under which payments are made, etc., may be addressed to five or more reliable and responsible firms able to render the desired service. A schedule of charges for services should be enclosed with the letter so that it may be filled out and returned to the office and kept on file for future use in checking up the accounts rendered and in establishing a reasonable cost for the service obtained.

Each branch office should forward copies of the replies received to the Administrative Assistant in Charge of Operation, for record and file in the Washington office.

The schedule for drayage might include a minimum charge for hauling 250 lbs. or less, a distance of ten blocks or less, and a stipulated rate per block and per 100 lbs. for greater weights and longer distances.

The schedule for storage rates might be based upon either the weight of packages or size of packages, with a minimum charge for thirty days or less.

The rate for typewriter repairs could be established upon a basis of a charge per hour for time required, with a separate charge for parts furnished.

#### 9. PERSONNEL CHANGES IN BRANCH OF OPERATION:

Effective May 1, the following changes were made in the personnel of the Branch of Operation:

Mr. W. A. Jump was transferred to the Division of Publications of this Department as Chief Clerk.

Mr. J. A. Rice was made the principal assistant to Mr. Bailey, to act in charge of the Branch of Operation in Mr. Bailey's absence.

Mr. Luke C. O'Brien, of the Bureau of Chemistry, for some months past detailed to the office of the Secretary, was transferred to the Branch of Operation to fill the vacancy caused by the re-assignment of Mr. Rice. Mr. O'Brien will assist in handling the operating details, correspondence, etc., pertaining to the management of the branch offices of the Bureau.

#### 10. CHANGE IN CLERICAL EFFICIENCY COMMITTEE.

At his request, Mr. H. J. Ramsey has been relieved from duty upon



the Committee on Clerical Efficiency and Mr. C. S. Cole appointed in his place. This change is effective at once, and Mr. Cole is acting with the Committee in its semi-annual meeting, which was called May 12, 1919, for the purpose of revising the efficiency register of the clerical and sub-clerical employees of the Bureau. The personnel of this committee, as at present constituted, is as follows:

R. V. Bailey, Chairman  
R. L. Nixon  
C. S. Cole (vice H. J. Ramsey)

11. REQUESTS ON POSTMASTERS TO BE DISCONTINUED.

Attention has been called by the Post Office Department to the following postal service order which appeared in the United States Official Postal Guide for March, 1918, and which is still in effect:

"Information Furnished to Government Departments: It has been brought to the attention of the Department that other Government Departments are making requests direct, or through field agents, on postmasters throughout the country for various information and data, and because of the great burden of work thrown upon postmasters at this time such information should not be furnished unless specific authority has been granted by the Department."

Hereafter, representatives of the Bureau will not request postmasters to furnish information or lists of any sort. If it is impossible to obtain needed information other than through a postmaster, the matter should be taken up through the proper channels in Washington and not by direct request upon the postmaster.

12. DO NOT EMPLOY STENOGRAPHERS UPON NON STENOGRAPHIC WORK.

The Civil Service Commission has called attention again and again to the practice widely prevalent throughout the Departmental service of employing stenographers upon non-stenographic work, or upon work in which the stenographic element is subordinate and unimportant. It is desired that office work be so planned that stenographers can be employed upon stenographic work almost exclusively and that other positions be filled by persons who are not stenographers. This policy is urged because of the difficulty which the entire Departmental service is experiencing in securing an adequate supply of qualified stenographers.



In the Bureau of Markets, which employs a central stenographic pool, it is indefensible to employ any considerable number of stenographers throughout the divisions. Hereafter, in requesting certification and appointment, stenographers should not be requested, unless absolutely necessary, and in each such case a thorough explanation must be made, showing what stenographic work is to be done and why arrangements cannot be made to have this done by the stenographers in the pool or other stenographers in the same division.

13. THE INCREASE OF COMPENSATION AT \$240 PER ANNUM.

The following facts concerning the \$240 increase for the coming fiscal year are issued for the information of all Bureau employees -

(1) The \$120 increase provided by the legislative, executive and judicial act of July 3, 1918, terminates with June 30, 1919.

(2) Any employee who has received a certificate entitling him to the \$120 increase under this certificate, will be automatically entitled to the \$240 increase.

(3) Employees on statutory and lump fund rolls receiving salaries of not less than \$400 nor more than \$2500 per annum, except those listed below as (A) and (B), will receive increased compensation at the rate of \$240 per annum during the fiscal year 1920, provided such employees have been continuously in the service of the Department since June 30, 1918. Employees receiving less than \$400 per annum will receive increased compensation at the rate of 60% per annum.

(A) The law provides that (1) where an employee in the service on June 30, 1918, received during the fiscal year 1919, or shall receive during the fiscal year 1920, an increase in basic salary at a rate in excess of \$200, (2) where an employee, whether previously in the services or not, has entered the service since June 30, 1918, regardless of whether such employee has received any increase in pay or not, such employees shall be granted the \$240 increase only upon the certification of the Secretary of Agriculture that the ability and qualifications personal to such employees justify such increase of compensation.

Certain exceptions to this last have been stated, special certification being unnecessary in the cases of the following employees, who, having been previously in the service, are automatically entitled to the \$240 increase upon restoration to the rolls.

(a) Employees returning from military or naval service of the United States, if otherwise entitled to the increase.

(b) Employees who resign from the service of the Government after receiving this increase and are subsequently appointed to this Bureau, provided such appointment does not involve increase of salary in excess of \$200.

(c) Employees certified by the Civil Service Commission from reemployment or regular registers, who have previously received the \$240 increase in another Government establishment, whether by certification or otherwise.

(B) The following classes of employees will in no circumstances be entitled to the increase of compensation:

(1) Employees whose duties require only a portion of their time, except charwomen, who shall be included.

(2) Employees whose services are utilized for brief periods at intervals.

(3) Employees who receive a part of their PAY from any outside source under cooperative arrangements with the Department of Agriculture.

(4) Employees who serve voluntarily or receive only a nominal compensation.

The rules governing the preparation of pay rolls in connection with the \$120 increase for the fiscal year 1919 should be followed in the preparation of salary vouchers and pay rolls where the \$240 or other increase of compensation is involved.

The above contains merely general information bearing upon the essential points involved in the granting of increased compensation under the Act. There are other specific provisions, such as the determination of the status of employees paid on a piece-work or per diem basis, etc., which it is hardly necessary to mention here. In addition there are several points where, in the application of the law to peculiar cases which arise from time to time, it will be necessary to secure decisions from the Comptroller of the Treasury, or other fiscal authority. Necessarily in the administration of a provision of law of this nature many difficulties are encountered. These will be worked out by the proper authorities of the Department as they arise - all cases will receive due attention and final settlement will be made fully in accordance with the terms of the Act.

The full text of the increase proviso is contained in the Act making appropriations for the legislative, executive, and judicial expenses for the Government for the fiscal year ending June 30, 1920, (Public No. 314), approved March 1, 1919.



14. POINT OF DELIVERY ON SUBREQUESTS.

In drawing subrequests for Stock or Purchase Requisitions, the actual place at which the supplies are to be delivered should be specified. This applies to requisitions for Washington offices as well as for field stations. All subrequests not having the point of delivery specified will be returned to the requisitioner to have this information added.

15. BRIEF CASE AND TYPEWRITER LOANS.

Requests for the temporary loan of brief cases and Corona typewriters from the Property Clerk should be made on Form B.M. 61, a supply of which is now in stock. On this card the name of the party to use the article will be filled in, together with the date at which it is expected the loan can be returned to the Property Clerk. The request will be signed by the head clerk or whoever makes out the card and it will be signed by the messenger or other person to whom the article is delivered at the time request is presented. When the article is returned to the Property Clerk, a receipt for it will be mailed at once to the project, stating that due credit has been given. In case the loan is not returned upon the stated date, notification will be sent the project or the party holding the article that the loan period has expired, and if it is not returned promptly, or a satisfactory explanation offered, the salary of the person responsible will be withheld until the matter is adjusted.

16. LIBERTY LOAN CAMPAIGN COMPLETED.

The response of the members of the Bureau to the appeal to purchase Victory Loan Notes was most gratifying. The total reported subscription of the Bureau is \$115,100. The following table includes Washington employees only, and shows our standing in the Department.

	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>No. in Bureau</u>	<u>No. sub- scribers</u>	<u>Per Capita</u>
Bureau of Markets	\$ 47,200	\$ 33,850	\$ 81,050	955	687	\$ 89.07
Bureau of Plant Industry	52,500	19,700	72,200	806	-	89.58
Bureau of Animal Industry	38,650	13,350	52,000	419	-	124.10
Federal Horticul- tural Board	6,100	600	6,700	32	-	209.40
Total De- partment	\$298,150	\$131,550	\$429,700	5,020		\$85.59



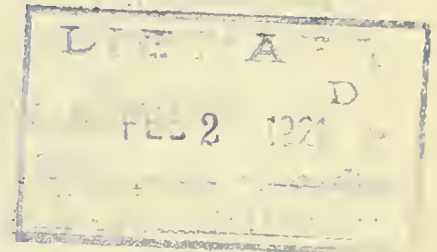
In our Washington force, three projects had 100 per cent subscribers, Foreign Marketing with a per capita average subscription of \$750.00, State Cooperation with \$205.00, Cooperative Organization with \$150.00, and in the Branch of Operation three sections, the Personnel with \$55.00, the Reviewing with \$310, and the Section on Estimates and Special Reports with \$116.00.

In the field the following offices had 100 per cent: the Dairy projects in Philadelphia, Minneapolis, and Fond du Lac, and the Grain Supervision offices in Baltimore, Boston, Chicago, Fort Worth, Omaha, Spokane, and Toledo; the Market Surveys offices in Pittsburgh, New York, Minneapolis, and Atlanta, and Live Stock office in Kansas City.

*Charles F. Brand*

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF MARKETS  
WASHINGTON, D. C.



INFORMATION CIRCULAR NO. 22.

June 5, 1919.

1. LETTERS OF AUTHORIZATION FOR BRANCH OFFICES.

The authority of letters of authorization and amendments thereto, which cover the general expenses of field offices, will hereafter be restricted to the Officer in Charge. His assistants will be authorized to expend money on travel and street car fares only. All expenses for services or supplies should be made in the name of the Officer in Charge. Travel by assistants should be performed only under specific written instructions from the Officer in Charge. The original of such written instructions should accompany each voucher covering travel by assistants.

In the future, blanket letters of authorization will read about as follows:

Officer in Charge.

Market News Service on Fruits & Vegetables,  
Boston, Mass.

Paragraph 3. The Officer in Charge and, under his specific written instructions, his assistants are authorized during the fiscal year ending June 30, 1920, to perform such travel as may be necessary to -----(Naming points)-----, visiting them in such order and as often as may best serve the interests of the government for the purpose of -----(stating purpose)-----.

Paragraph 4. The Officer in Charge is authorized to incur expenses for miscellaneous material, supplies, services, including rental of telephone, post office box, temporary office, furniture and equipment, station expenses, and any other emergency expenditures that are incidental to the conduct of the work outlined.

The Officer in Charge is authorized to employ miscellaneous labor and clerical assistance (except stenographers and typewriters) and to purchase necessary miscellaneous supplies to conduct the work outlined.

The Officer in Charge and his assistants will be allowed \$4.00

per diem in lieu of subsistence while traveling, and street car fare in connection with official business.

2. RESIDENCE HALLS FOR WOMEN EMPLOYED BY THE GOVERNMENT.

Notice has been given that a limited number of rooms are available for Government employees in the Washington Residence Halls for women. Changes occurring on the first and fifteenth of the month often release additional rooms.

Applications should be signed by the employee's chief before being presented to Miss Olive Davis in the Main Administration Building of the Plaza Group opposite the Union Station.

3. MEMORIAL FOR THE EMPLOYEES OF THE DEPARTMENT.

To date the employees of the Bureau, both in Washington and in the field, have contributed \$571.60 toward the memorial which the Department plans to erect in the Agricultural grounds in Washington commemorating the employees who so freely sacrificed their lives for the cause of liberty.

The ninth report on subscriptions to this fund, dated May 23, follows:

<u>Bureau</u>	<u>Total Pledges</u>
Bureau of Animal Industry	\$ 714.50
Bureau of Chemistry	678.35
Bureau of Markets	571.60
Bureau of Plant Industry	413.75
Weather Bureau	386.76
Bureau of Biological Survey	336.80
Bureau of Crop Estimates	289.50
Secretary's Office	193.45
Division of Publications	168.00
States Relations Service	149.75
Bureau of Public Roads	137.50
Bureau of Entomology	128.25
Office of Farm Management	75.00
Bureau of Soils	59.00
Federal Horticultural Board	53.50
Forest Service	50.00
Solicitor's Office	45.00
Division of Accounts	38.00
Insecticide and Fungicide Board	29.00
Library	12.75
Miscellaneous	1.00
Total	<u>\$4,531.46</u>



In order to raise \$10,000, the ultimate goal, it would be necessary for all permanent employees to contribute an average of about one dollar each, making it more or less in each case dependent on salary rate and circumstances. All contributions are to be purely voluntary as it would mar the spirit of the enterprise if any employee should feel that he was expected to make a subscription that was not entirely voluntary and within his means.

4. EMPLOYMENT FOR RETURNING SOLDIERS AND SAILORS.

"The War Department, through General March, has announced that, during each coming month, there will be returned to this country and to private life 445,000 of the troops still enrolled. This is an average of about 14,500 per day. Colonel Arthur Woods, recently appointed Assistant to the Secretary of War, has been charged particularly with the duty of looking after the interests of the returning soldiers; and all officers and employees of the Department should cooperate with him in his undertaking to the fullest possible extent. The task is one of far-reaching importance during the period of transition from a war to a peace basis and should command the active interest and support of all thorough-going Americans who naturally wish to see that those who served the Nation in the war for American rights and civilization are given every assistance in securing useful employment.

"The members of the field force of the Department, especially, can in many instances, without undue interference with the performance of their official duties, render helpful service by locating positions in their communities which returned soldiers are qualified to fill and by putting soldiers in touch with such positions. A great deal already has been done in this direction, but much more remains to be done. Additional efforts will have to be put forth if complete success is to be secured in reintroducing the soldier and sailor into peaceful industry. Find out how many men may be required in your community; ascertain specifically what qualifications are necessary; inquire as to the rates of pay, and then transmit this information, preferably in writing, to the local bureau for returning soldiers and sailors, to the nearest United States Employment Agency, or to the State farm-help specialist. In order that the matter may be properly followed up, a carbon copy of the letter giving this information should be forwarded direct to Colonel Arthur Woods, Assistant to the Secretary of War, War Department, Washington, D. C. "

The memorandum from the office of the Secretary quoted above makes an appeal to which it is hoped all members of the Bureau will respond.

5. AMENDMENT TO CIVIL SERVICE RULES REGARDING REINSTATEMENTS.

Circular No. 37 (superseding Circular No. 31) of the Office of the Secretary directs attention to the Executive Order of April 16, 1919, reading as follows.

"Section 1, Civil Service Rule IX, is amended to read as follows:

"1. A person separated without delinquency or misconduct from a competitive position or from a position which he entered by transfer or promotion from a competitive position or to accept another appointment in the executive civil service may be reinstated subject to the following limitations:

"(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent government establishment from which separated and upon requisition made within one year from the date of his separation.

"(b) A person who served in the Civil War or the War with Spain and was honorably discharged or his widow or any army nurse of either war, separated heretofore from the competitive classified service, may be reinstated in the department or independent establishment from which separated without time limit. If hereafter separated, reinstatement may be made within five years from the date of separation.

"(c) A soldier, sailor, marine, or army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable discharge from the military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought.

"(d) The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of termination of her husband's military service by death or honorable discharge.

"(e) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an approximate examination.

"Section 2 of Rule IX remains unchanged.

"The Executive Order of July 18, 1918, providing for the reinstatement of government employees who left the classified civil service to enter the military or naval service during the War with Germany, and the Executive Order of February 7, 1919, amending section 1 of Civil Service Rule IX (erroneously referred to as Rule XI) are hereby revoked.

"This Executive Order is recommended by the Civil Service



Commission to harmonize and consolidate provisions relating to the reinstatement of veterans, their widows, and army nurses."

6. PREFERENCE TO HONORABLY DISCHARGED SOLDIERS, SAILORS, AND MARINES, AND WIDOWS OF SUCH IN CIVIL APPOINTMENTS.

Circular No. 38, Office of the Secretary, dated May 22, 1919, is quoted below for the information and guidance of all Bureau employees concerned:

"The attention of Administrative Officers generally is directed to section 6 of the Census Act of March 3, 1919, which reads as follows:

'That hereafter in making appointments to clerical and other positions in the executive departments and in independent governmental establishments preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such, if they are qualified to hold such positions.'

"The Secretary desires that the spirit and purpose of this provision shall be fully carried out in the Department of Agriculture and that every consideration shall be given to the classes of persons named therein in making appointments to clerical and other positions. If the names of discharged soldiers, sailors, or marines, or the widows of any of these, appear on a certificate, and some other person on the certificate is recommended for appointment, the recommendation should indicate clearly the reason why their names are passed over."

7. FOREIGN TRADE ACTIVITIES OF THE GOVERNMENT.

The attention of all employees of the Bureau of Markets is called to the fact that matters relating to the foreign trade activities of the Government should be handled in accordance with instructions which have been issued recently by the Secretary of Agriculture. Should any questions arise as to the Bureau's participation in foreign marketing matters, a statement of the fact should be forwarded to the Chief of the Bureau for disposition. Memorandum No. 275, Office of the Secretary, (which is not being distributed to branch offices,) relating to this matter, is copied below:

"Arrangements recently have been made by the governmental agencies at Washington, including the Department of Agriculture, for the closer coordination of the foreign trade activities of the Government. With the approval of the President, a Foreign Trade Committee, consisting of representatives of the various departments, boards and commissions, has been formed. The



chairmanship of the Committee falls to the Department of State and I have designated Mr. Charles J. Brand, Chief of the Bureau of Markets, with Mr. Clarence W. Moomaw, Specialist in Foreign Marketing, as his assistant, to represent this Department. The object of the Committee is to secure closer coordination of effort among all the governmental agencies which have an interest in foreign trade and to bring to bear upon foreign trade problems the united council of the departments.

"I have also designated Mr. Moomaw, upon the invitation of the Department of State, to represent the Department of Agriculture as Liaison Officer in the Foreign Trade Adviser's office of the State Department. Similar officers have been designated by other Government agencies, and this body of men have formed which is known as the Economic Liaison Committee. Primarily, the purpose of the Economic Liaison Committee is to assist the Foreign Trade Adviser's office, as well as of the interested departments, in connection with the economic intelligence work of the foreign representatives of the State Department. The State Department hopes that in this way it will be possible to utilize the Diplomatic and the Consular Services to the greatest advantage in securing foreign economic information. Incidentally, the Liaison Committee has been recognized as the fact-gathering agency for the Foreign Trade Committee, and has a number of sub-committees at work upon important specific subjects with a view to formulate recommendations for the consideration of the Trade Committee.

"In connection with the Department's liaison arrangement at the Foreign Trade Adviser's office, I have approved a suggestion of the Acting Secretary of State that, in the future, diplomatic and consular reports upon economic subjects be sent by that Department direct to Mr. Moomaw for disposition. The majority of these reports have a direct bearing on markets and will be used in connection with the weekly circular "Reports on Foreign Markets for Agricultural Products." Such of the reports as do not relate to markets will be routed by Mr. Moomaw direct to the proper persons in the other Bureaus and Offices.

"In accordance with the desire of the Foreign Trade Adviser's office, Mr. Moomaw will be held responsible for the reports received from the State Department, and will be expected to keep an appropriate record of their disposition and use within this Department, in order that he may inform the Foreign Trade Adviser's office from time to time as to how the reports are used. It will also be his duty to see that information called for by the reports is promptly assembled and transmitted to the Department of State, through the Secretary's Office, and to suggest to the Foreign Trade Adviser's office ways in which the reports can be improved and extended.

"It is requested that the various bureaus, divisions, and offices of the Department cooperate closely with Mr. Moomaw in this work and assist him in every feasible way."

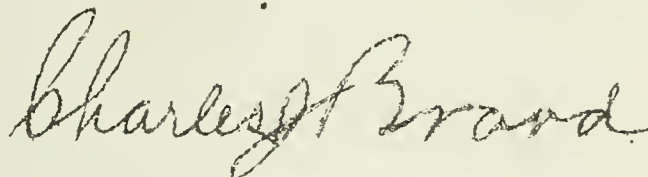
8. CONTAINERS FOR MEMEOGRAPH INK.

Several of the branch offices have raised the question whether mimeograph ink can be put up in larger sizes than the one-pound cans now on contract. The matter has been taken up actively with the General Supply Committee and with the manufacturers of ink, and the Bureau has been unable to get the manufacturers to make any change from the one-pound containers they are using.

It is believed that some users of the ink are not draining the cans before throwing them away. Care should be taken to see that all the ink is removed from the cans before they are disposed of.

9. DISTRIBUTION OF PROGRAMS OF WORK.

There have recently been mailed to some of the larger branch offices of the Bureau copies of the program of work of the Department of Agriculture for the fiscal year ending June 30, 1919. This program of work was supposed to have been issued in July, 1918. Owing to various legislative delays and the difficulty of having the books printed and bound, however, they have just become available. From present indications no program of work will be issued for the coming fiscal year and it will be necessary to retain for reference purposes during the next year the volume covering the present fiscal year. While now out of date in some particulars, these books, nevertheless, constitute a valuable reference work and they should be carefully preserved until revised copies can be obtained. The limited number of copies available makes it impossible to supply all branches.



Chief of Bureau.

